The Association on American Indian Affairs is the oldest non-profit serving Indian Country protecting sovereignty, preserving culture, educating youth and building capacity. The Association was formed in 1922 to change the destructive path of federal policy from assimilation, termination and allotment, to sovereignty, self-determination and self-sufficiency. Throughout its 99-year history, the Association has provided national advocacy on watershed issues that support sovereignty and culture, while working at a grassroots level with Tribes to support the implementation of programs that affect real lives on the ground.

### Job purpose

The Association is looking for a mission-focused, strategic and process-minded OFFICE MANAGER with experience delivering measurable, cost-effective results that make the organization’s vision a reality. While it is essential that the Office Manager brings efficient and effective systems to increase the productivity of the organization, it is also critical that the Office Manager retain the creative spark that drives the organization’s goals to fruition.

This position is overseen by the Chief Executive and will carry out the job duties in line with the organization’s vision, mission and goals. The position requires reliability and excellent organizational skills to handle day-to-day operations with a focus on efficiency and time management, as well as developing new and innovative office systems. The organization is looking for an energetic professional who does not mind wearing multiple hats. The position provides operational, administrative and communication duties of a difficult nature involving considerable variety and complexity of assignments and requiring independent judgment in applying guidelines to work situations.

### Duties and responsibilities

- Oversees the operations of the organization
- Acts as the initial face of the organization and responds to inquiries by telephone, emails and other correspondence
- Maintains file management systems and document retention and destruction policy
- Designs and implements office system strategies, plans and procedures that promote the organization’s culture and vision
• Recommends and implements comprehensive goals for performance and growth for the organization
• Provides administrative support to all staff to encourage maximum performance and dedication
• Writes and submits reports to the Chief Executive in all matters of importance
• Assists Chief Executive in public education, donor management and fundraising
• Manages relationships with Tribes, partners, contractors and the public
• Takes responsibility over the ongoing scholarship, summer camp and volunteer programs
• Oversees grant writing administration
• Supports the organization team with its public communications through its social media, written materials and website
• Assists Chief Executive with financial policies and management, banking and compliance with the budget
• Performs other duties as assigned

**Qualifications**

The successful candidate will most likely have had office management experience with a not-for-profit organization. As noted, this is an organization driven by the values of its people, so experience in managing the operations of a “values-driven” organization will be highly prized. Additional requirements are:

• Minimum of a bachelor’s degree in any area and at least two years’ proven experience as an office or operations manager or other relevant position.
• Results-proven track record of exceeding goals and a bottom-line orientation.
• Evidence of the ability to consistently make good decisions through a combination of analysis, wisdom, experience, and judgment.
• High level of business acumen including successful problem solving, project management, and creative resourcefulness.
• Strategic vision and agility, with the ability to think strategically, anticipate future consequences and trends, and incorporate them into the organizational plan.
• Action Oriented—enjoys working hard and looks for challenges; able to act and react as necessary, even if limited information is available; not afraid to take charge of a situation; can overcome resistance to leadership and take unpopular stands when necessary.
• General Management—thorough experience with office systems management; broad experience with the full range of business functions and systems, including strategic development and planning, budgeting, business analysis, finance, information systems, human resources, and marketing.
• Understanding of office systems functions, business operations and other functions such as HR, Finance, marketing etc.
• Experience in fundraising will be a plus.
• Working knowledge of IT/Business infrastructure and MS Office 365 applications.
• Outstanding organizational and leadership abilities.
• Excellent interpersonal and public speaking skills.
• Aptitude in decision-making and problem-solving.
• Analytical and inquisitive, with excellent attention to detail.
• Able to meet tight deadlines and remain calm under pressure.
• Good at absorbing large amounts of information, with a general hunger for learning.
• Credible, confident and articulate, with good communication and presentation skills.
• Knowledge of Indian Affairs policy, Native Nations governance and Indian Country diversity is highly preferred but not required. If candidate has no knowledge of Indian Affairs, then must show cultural competency and respect, and be willing to learn

Working conditions

The office is currently in Rockville, MD, but may be moving to an all-virtual office format. An all-virtual office will require home office space and effective internet quality for appropriate workplace communications and meetings. Zoom videoconferencing and other applications will be utilized for the virtual office environment.

Travel may be required to domestic locations. This position operates in a professional office environment. This position routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets, etc. The physical demands required for the position are representative of those that must be met in an office environment. This position requires the ability to occasionally lift office products and supplies, up to 30 pounds.

Compensation

This is an outstanding opportunity for a highly motivated professional to assume a pivotal role in the evolution of a highly respected 100-year old organization. The Association is prepared to offer an attractive compensation package between $40,000 and $60,000 commensurate with experience, with health, dental and a matching employee retirement savings plan beginning after a probationary period.