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Administrative Manager, Policy and Programs

Full Time Regular
DC, Washington, DC, US

Today
Requisition ID: 1045

Salary Range:
\$50,700.00 To 65,910.00 Annually

DEPARTMENT: Policy and Program

REPORTS TO: Managing Director, Policy and Program

PRIMARY OBJECTIVE: To serve as the administrative manager for the Managing Director and assist in achieving organizational goals by providing leadership to programmatic, project and administrative activities along with event logistics and support.

PRIMARY RESPONSIBILITIES/ACTIVITIES:

Effort 60%

1. Oversees and ensures the smooth functioning of administrative support for organizational priorities as determined by the Managing Director. Has responsibility at the discretion of the Managing Director to coordinate and work with staff assigned to the following areas: Strategic Communications and Campaigns; Grassroots Organizing and Faith Engagement; Policy Analysis and Coalition Building; and Government Relations.
2. Utilizes project management principles to support the programmatic and policy work of the Managing Director, including serving as liaison to program and policy department directors; to the Vice Presidents of Finance and Administration, Development and Membership; and to cross-department teams or work groups as applicable.
3. Provides support to the Managing Director in monitoring and evaluating the progress of strategic and annual work plans and projects.
4. Serves on Strategy Council meetings monitoring timely receipt of materials and follow up items, drafting summaries for the Managing Director's use, and providing creative input to the discussions.
5. Develops and maintains financial and non-financial tracking systems for the Program department and analyzes data, makes recommendations, and implements changes.
6. Provides support in coordinating select internal and external event logistics to include problem solving, directing event set up and take down, arranging catering, communicating with staff, organizing vendors and volunteers, the timely processing of invoices and payments.
7. Performs other work as assigned.

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Effort - 40%

8. Provides general administrative support for the Managing Director by maintaining calendar; scheduling meetings and appointments; making travel arrangements; managing internal and external communications (including drafting agendas and memos); and other administrative tasks.
9. Reconciles and monitors expenses; codes and processes credit card, expense reimbursement and vendor payments.
10. Maintains, uses, and analyzes organizational records and databases.
11. Maintains policy and program records, updating as needed.
12. Provides support to the President's office as requested.
13. Performs other duties as assigned.

SUPERVISION EXERCISED: None.

SKILLS/KNOWLEDGE REQUIRED:

- Bachelor degree or four years of equivalent work experience with a minimum of five years of work experience performing broadly similar responsibilities and gaining a thorough grounding in professional principles. Previous experience supporting an executive and supervising staff in a matrix-like fashion is required.
- Experience using project management principles.
- Outstanding organizational, communication and interpersonal skills (written, oral, and electronic), including ability to work in a multicultural and ecumenical setting. Cross-cultural experience is required.
- Strong analytical skills and attention to detail, including ability to identify risk factors, to identify multi-faceted problems effecting project goals, and to propose solutions based on knowledge of professional principles and best practices.
- Experience coordinating logistics for special events, annual meetings, or conferences.
- Ability to develop collaborative relationship, which require a high degree of diplomacy and judgment in order to address and resolve substantive conflicts or escalate concerns to executive leadership.
- Ability to work independently as up to 40% of performance and outcomes are typically subject to broad organizational review and up to 60% are subject to executive leadership review.
- Demonstrated ability to maintain a high degree of professionalism including confidentiality, dependability, flexibility, willingness to learn, and problem-solving skills.
- General knowledge of international and domestic hunger issues, familiarity with Christian faith perspective and advocacy to end hunger are desirable.
- Strong computer skills and graphic design abilities, including proficiency in MS Office Suite, database software and Internet research.
- Demonstrated ability to work in a proactive manner and provide exceptional support in a fast-paced environment.
- Demonstrated ability to organize multiple tasks, work under time pressures and meet deadlines.
- Working knowledge of Spanish desired.

CULTURAL EXPRESSIONS:

Bread is committed to advancing racial equity externally and internally, all staff members play a vital role. In the course of our work, each staff person should work to apply a racial equity lens to their work and practices; and participate in racial equity on-going training. Bread is

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also committed to being an equal opportunity employer. Bread does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin, disability, marital status, sexual orientation, military status, in any of its activities or operations.

WORK ENVIRONMENT ISSUES:

The Administrative Manager must be responsive to emails and phone calls off-site during evenings, weekends, and holidays to support time-sensitive matters.

DISCLAIMER:

The information in this job description indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.

Bread for the World is a collective Christian voice urging our nation’s decision makers to end hunger at home and abroad. By changing policies, programs and conditions that allow hunger and poverty to persist, we provide help and opportunity far beyond the communities in which we live.

Bread for the World Institute provides policy analysis on hunger and strategies to end it.

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