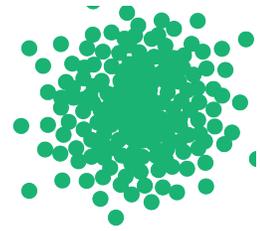


Office Manager San Francisco, CA



TIPPING POINT
COMMUNITY

About Tipping Point Community

Since 2005, Tipping Point Community has raised more than \$120 million to educate, employ, house and support those in need in the Bay Area, impacting the lives of over 137,000 people last year alone. Tipping Point Community screens non-profits rigorously to find, fund and partner with the most promising groups helping low-income people achieve self-sufficiency. Beyond dollars, we provide our grantees with the communications, technical and management assistance they need to grow and increase their impact in the fight against poverty. 100% of every dollar donated goes out the door because our board underwrites all operating and fundraising expenses.

To learn more and subscribe to our newsletter, please visit our website at www.tippingpoint.org.

Values

Tipping Point's core values are at the heart of everything we do and we look for individuals who share our commitments:

- **We are one community.** We believe that the responsibility for fighting poverty belongs to all of us.
- **We serve.** Our approach is humble and respectful. We exist to meet the needs of others.
- **We celebrate generosity.** Every gift counts, whether big or small.
- **We get results.** We are relentless in the pursuit of our goals. We hold ourselves and each other accountable.
- **We are always learning.** We are risk takers. We commit to facing our challenges as we support solutions that last.

Position Overview

Tipping Point Community seeks an Office Manager with a passion for changing the landscape of poverty and philanthropic giving in the Bay Area. The Office Manager will be responsible for ensuring that employees have the resources they need to work effectively and ensure that grantees, donors, and volunteers have an optimal experience with Tipping Point. The Office Manager reports directly to the Director of Finance + Operations.

Responsibilities

Office Management - [60%]

- Oversee the operation and maintenance of office systems (phone, internet, email, copiers), liaising with external vendors to identify needs, monitor systems, and resolve issues as they arise
- Ensure that the facility is kept neat and tidy and consistent with our brand identity
- Serve as liaison between Tipping Point and the on-site property manager and technology providers
- Ensure the integrity and functionality of office equipment. Arrange maintenance and order supplies as necessary for office, meeting rooms, and the kitchen
- Assess and address Tipping Point facility needs, including managing any office relocation/renovation and space use/relations within the office
- Prepare expense reports and help manage budget and inventory for office supplies and equipment
- Manage Tipping Point's recruiting process by screening applications and collaborating with hiring managers.
- Onboard and orient new staff by providing a brief introduction to Tipping Point's technology and telecommunications systems

- Help plan and coordinate annual staff retreat and other team events such as the annual holiday party to engage employees and ultimately foster a culture that is aligned with the organization's values
- Take on special projects as needed

Reception – [40%]

- Answer incoming calls, screen and direct calls; take and relay messages to the appropriate Tipping Point team members
- Greet and direct all visitors to the correct destination
- Assist the team with managing the daily calendar for booking meeting rooms
- Assist with logistics for large meetings as necessary (ordering food, room set up, etc.)
- Receive and sort mail and deliveries

Qualifications

- An Associate's or Bachelor's degree, or a high school diploma with commensurate experience
- Administrative experience supporting a fast-paced office environment in a small to medium-sized organization
- Strong customer-service orientation and interpersonal skills
- Excellent organizational skills, attention to detail, and follow-through
- Demonstrated track record of dependability and consistency
- Ability to problem solve and develop new challenges as they arise
- Ability to handle sensitive information in a confidential manner
- Initiative, enthusiasm, and a willingness to pitch in at all times
- Strong team player who also works well independently
- Sense of humor is a must
- Strong skills in Google (Gmail, Calendar) and Microsoft Office applications (Word, Excel, PowerPoint)
- Commitment to Tipping Point's mission and values and ability to operate with the highest degree of integrity in representing the organization

Salary and Benefits

Tipping Point Community offers a competitive salary and benefits, commensurate with experience and skills.

How to Apply

Please submit a thoughtful cover letter explaining your interest in Tipping Point Community, where/how you found out about this career opportunity, and your salary requirements. Email a PDF copy of your cover letter and resume to recruiting@tippingpoint.org. Please write your name and the title for this position ("Your Name – Office Manager") in the subject line of your email. Incomplete applications (without cover letter and resume) will not be considered.

Tipping Point provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics.