



Position: Office Manager and Stewardship Coordinator

Status: Part-time, Non-exempt (estimated 15-20 hours)

Reports to: Executive Director

Schedule: Flexible within business hours (Mon-Fri 9-4)

About Healthy New Albany:

Healthy New Albany (HNA) is a non-profit organization dedicated to cultivating and inspiring healthy living. The organization oversees a thriving farmers market and community garden, food pantry, hosts the New Albany Walking Classic, and offers regular, year-round health-based community programming and education. Healthy New Albany is located in the Philip Heit Center for Healthy New Albany.

Position Summary:

The Office Manager and Stewardship Coordinator play a vital role in ensuring the smooth and efficient operation of our office while also actively supporting our donor relations and stewardship efforts. This individual will be responsible for a diverse set of general operations tasks, provide support to staff and volunteers, and help cultivate strong relationships with our supporters. The ideal candidate is highly organized, detail-oriented, proactive, and possesses excellent communication and interpersonal skills.

Key Responsibilities:

Office Management:

- Coordinate paperwork and information flow with the external accounting firm.
- Deposit all incoming checks and cash.
- Create and maintain efficient office processes and operational procedures.
- Manage and maintain office inventory, including hardware and general office supplies.
- Oversee all incoming mail, sorting, and distribution.
- Reply to or appropriately forward all incoming "info" inquiries via email or phone.
- Provide tax-exempt forms to employees or companies as requested.
- Create and provide tax-exempt accounts at retail stores as needed for organizational purchases.
- Oversee the onboarding process for new staff (e.g., setting up workstations, providing access to systems).
- Serve as a system administrator for various office technologies and software platforms (e.g., Google Workspace, etc.), managing user accounts, permissions, and basic troubleshooting.
- Act as the primary liaison to external IT and tech support providers
- Assist in the planning and execution of events
- Provide administrative support to the Executive Director as needed, including special project and initiatives



Donor Management and Stewardship:

- Input all donations into DonorPerfect, ensuring accuracy and completeness.
- Generate and mail personalized thank-you letters, tax receipts, and other donor acknowledgements.
- Maintain accurate donor records in DonorPerfect, including contact information, donation history, and communication preferences.
- Prepare donor reports and analyses as requested.
- Conduct basic research on prospective donors and funding opportunities.
- Respond to donor inquiries in a professional and timely manner.

Qualifications:

Experience:

- Minimum of 2 years of experience in an office management or similar role.
- Experience in a non-profit organization, particularly with donor relations or fundraising support, is highly desirable.

Skills:

- Exceptional organizational and time management skills with the ability to prioritize tasks and manage multiple projects simultaneously.
- Strong attention to detail and accuracy in all work.
- Excellent written and verbal communication skills.
- Experience with CRM software (e.g., Salesforce, Raiser's Edge, DonorPerfect, Little Green Light, etc.)
- Ability to work independently with minimal supervision and as part of a team.
- Proactive problem-solver with a positive and adaptable attitude.
- Discretion and ability to handle sensitive and confidential information.

Attributes:

- A genuine passion for the mission of Healthy New Albany
- Strong interpersonal skills and a customer service-oriented approach.
- Reliable, punctual, and professional.

Working at Healthy New Albany:

At HNA, we believe in empowering our employees with a flexible, hybrid work model that promotes work-life balance and individual ownership. We're committed to a culture that blends professionalism with a genuine enjoyment of our work. We're passionate about what we do, committed to cross-functional collaboration, and thrive in a dynamic, agile environment. While we value flexibility, we also understand the importance of in-person connection and regularly come together as a team.



Healthy New Albany is fair and equal in all of its employment practices for persons without regard to age, race, color, religion, gender, national origin, disability, veteran status or sexual orientation. Additionally, we embrace diverse teams & perspectives, and find strength in the diversity of cultural backgrounds, ideas, and experiences.