

July 2024



**MOBILITY
COMMUNITY
POSSIBILITY**

Position Open

DIRECTOR OF ADMINISTRATION

Mpact (formerly Rail~Volution), is a national nonprofit organization that gathers and supports a large and diverse network of leaders, professionals and advocates who see the potential for transit, mobility, land use, and development to create great places to live, especially for those excluded from access to opportunity. The Mpact network shares the belief that the focus of any new investment is not so much the project, but the people it serves and what they want their community to become. Mpact produces a highly-regarded annual conference, offers place-based capacity-building and leadership development and provides year-round learning to inform and connect the network. Visit our website at www.mpactmobility.org

Mpact seeks a Director of Administration to manage administrative functions and provide executive support. This is a critical role, with a diverse set of responsibilities as well as opportunities to take on challenging projects and improve the organization. The position reports to the Chief Executive Officer and works closely with the Chief Executive Officer and other staff to achieve the organization's goals.

As a small staff, teamwork is critically important. Professionalism and strong customer service skills are equally important, as this person will work with Mpact's Partners, Board of Directors, and National Steering Committee members from across the country.

Mpact is an equal opportunity employer. Diverse candidates are encouraged to apply. Competitive salary and benefits offered. 32-hour workweek, exempt salaried position.

To apply: Email a resume and cover letter with salary requirements to: kammyh@mpactmobility.org. No phone calls, please. Deadline for first consideration: August 6, 2024. Open till filled.

Director of Administration Responsibilities

- A. Accounting Oversight:** Manage day to day accounting functions, including payroll, check writing, deposits, and tracking financial transactions accurately and efficiently to meet standard accounting practices.

Accounting

1. Liaison with bookkeeper, CPA, bank and merchant services account
2. Assist with the annual audit and 990 filing.
3. Assist with year-end fiscal close out.
4. Assist with annual budgeting.
5. Review monthly financials and audit monthly GL for accuracy.
6. Follow-up on Partner financial status.
7. Review all deposits and reconcile Mpart registration accounts from Conference Management Service for GL account accuracy.
8. Analyze annual financial data to identify trends to help set goals for next year.
9. Ensure financial reports are prepared monthly and prepare reports for board meetings.
10. Administrative tasks that lead to above responsibilities
11. Support weekly bill pay.
12. Oversight of income and expense cash flow
13. Oversight of new contracts and existing vendors/vendor relationships

Human Resources

1. Liaison with Professional Employment Organization and 401(k) firm.
2. Manage time sheets and support management for vacations/time off.
3. Onboarding
4. Maintain HR files.
5. Work with Mpart's Professional Employer Organization to assess annual employee benefit selections.
6. Coordinate staff training, as needed.

- B. Organizational Infrastructure and Systems: Maintain oversight of building management and vendors.**

Office Management

1. Maintain the office space and all office supply inventory.
2. Work with Building Management on facility issues.
3. Manage vendor relationships for all office equipment and supplies.
4. Manage and oversee necessary non-software accounts for the organization.

Information Technology

1. Oversee all IT systems and equipment in the office, including email, shared server, and software.
2. Work with outside technology firm to address needs.
3. Create new reports as requested by the CEO, staff and NSC to fit changing business needs.
4. Manage and oversee necessary software accounts for the organization.

Policy, Process, Procedure, Records Management and Retention

1. Create processes and procedures to address new operational challenges of a small organization.
2. Implement organizational policies.
3. Maintain confidentiality of sensitive documents
4. Manage organizational order of electronic and physical files for current use and archival purposes.
5. Maintain document destruction timelines.

C. Administrative Support: Provide administrative and clerical support for the CEO and whole organization.

- Assist the CEO in the planning, scheduling, and preparing for board.
- Assist the Director of Events in preparing for National Steering Committee meetings.
- Manage Board of Directors records electronically and hardcopy
- Other duties as assigned by the CEO

D. Program Support

- Registrations—audit registrations with Conference Management Service, review annual registration report.
- Post-conference follow-up including items that may need to be sent to NSC members to acknowledge their participation in the organization.

Successful Candidate Attributes

Qualified Applicants will:

- Hold a Bachelor's or Advanced Degree in public administration, urban affairs, transportation, communications, marketing, organizational management, or related field.
- Possess written communication skills.
- Have at least five years of relevant experience in an administrative role. Prior experience with nonprofit administrative management is preferred.
- Possess a strong foundation in the use of Microsoft tools.
- Be dependable, accurate, and responsible.
- Have excellent organizational and communication skills.
- Be detail-oriented and able to effectively prioritize competing tasks.
- Work well independently, as well as part of a team. Have a high degree of self-motivation.
- This is a virtual work assignment with occasional travel.
- Travel to the annual conference is required. This is a 5-day event held every fall.

Desirable Soft Skills:

- Exercise tact and diplomacy in dealing with difficult and sensitive people, issues and situations.
- Collect, evaluate and interpret appropriate and applicable data.
- Prepare clear, concise and comprehensive reports, correspondence and other documents appropriate to the audience.
- Exercise independent judgment and initiative within established guidelines.

Desirable technical skills

- Intermediate skills in Microsoft Office (Word, Excel, Powerpoint and Outlook).
- High level of comfort in navigating the internet and using social media.

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