



Job Description: Administrative Manager

Advancing Real Change (ARC), Inc. is seeking applicants for an Administrative Manager to manage the day-to-day operations of a growing and active organization. This position reports to the Director of Operations and will be located in ARC, Inc.'s Jacksonville office. This is not a remote position.

ARC, Inc.'s mission is to promote justice by ensuring that the life histories of people charged with crimes are at the forefront of their cases. We pursue this mission through our work on individual cases and by helping to expand the field of mitigation. For more information about mitigation (also referred to as life history investigation), please see our website at www.advancechange.org. The Administrative Manager plays a critical role in this effort by ensuring that our team has the resources and support needed to perform at their highest level.

Who we are (and are not)

ARC, Inc. is a growing nonprofit organization dedicated to doing big things. Our team goes above and beyond to ensure that our clients receive the quality defense to which they are entitled. We believe strongly in human dignity and its potential as a force for change in the criminal legal system. We seek to provide our staff members with the compensation, support, and flexibility that will enable them sustain this effort over time. As teammates, we respect each other's diverse contributions to the work.

ARC, Inc. is neither a private firm nor a government agency. If you are looking for a 9-to-5 job or if you are anything less than 100% committed to the inherent dignity of our clients and the work involved in carrying that message forward, we are not a fit for you.

What we offer

The salary for this position will be between \$49,000 and \$54,000, and includes benefits of an annual contribution of \$4,000 toward health and dental coverage (can be applied to our group plan premium or received as a taxed stipend), employer contributions to a SIMPLE IRA retirement plan, and reserved parking or a \$50/month stipend to defray commuting costs. ARC, Inc. will also cover expenses related to professional development opportunities. Our leave policy includes no annual limit on, or pay deductions for, time off. It is our hope that staff members use this time to balance periods that require extensive and sustained work.

Most importantly, we offer the opportunity to work in an environment that acknowledges that our ultimate responsibility is to our clients and that we will provide every support to help meet that commitment. By accepting a position with us, you are committed to creating systemic change and accept the challenges that come with that goal.

What you will offer

The ideal candidate for this position will bring:

- three (3) or more years of relevant professional experience, including at least 1 year of experience in nonprofit administration,
- superior oral and written communication skills,
- ability to manage multiple priorities, organize a diverse workload, handle multiple responsibilities, and meet deadlines consistently,
- knowledge of systems and processes for non-profit organizations, including operations, finance, reporting, human resources, and governance,
- high integrity and strong work ethic,
- an organized and precise work practice with attention to detail and accuracy,
- ability to maintain strict confidentiality of sensitive information,
- proficiency with Microsoft Office applications and databases,
- familiarity with or interest in major issues in the field of criminal justice,
- capacity to work across cultural differences of all kinds,
- practice of self-care and resilience in the face of difficult work,
- creativity in responding to challenges and developing strategies, and
- eagerness to work as part of a team of mission-driven individuals from diverse backgrounds

Position Details

The Administrative Manager is a full-time position based in our Jacksonville, FL office. This position reports directly to the Director of Operations. The responsibilities of the position include:

Hiring and Onboarding:

Recruit and select a skilled, diverse staff of team members who are well-prepared to succeed.

- Lead hiring and recruitment process for all open positions
- Coordinate orientation and onboarding process for all new hires

Personnel Support:

Coordinate administrative matters on behalf of staff.

- Serve as the point of contact for all staff members for absences, tardiness, and similar administrative issues
- Administer payroll and benefits, including health insurance and retirement
- Assess and address HR resources including violation of organizational policy, interpersonal conflict, or other concerns; refer to management as appropriate
- Provide feedback to management regarding staff member administrative functions as part of evaluation processes

Regional Administration:

Ensure that staff members in the Jacksonville office have the physical and administrative resources necessary for effective performance.

- Serve as local point of contact for building management, vendors and others to assist in the management of office space, systems, and supplies
- Ensure that equipment, supplies, and facilities are functional and stocked
- Provide troubleshooting assistance as needed

- Monitor and renew key application and dates Maintain administrative files and records

Financial Support:

Assist Accounting Manager in maintaining effective financial practices and accurate documentation across office locations.

- Conduct some locally-focused invoicing and collection activities
- Properly document and report regional expenses and revenue received
- Where appropriate, complete expense documentation for Executive Director and assist with emergency travel support as needed

Organizational Engagement:

Participate as a full member of the ARC team by bringing unique contributions to bear on the organization's efforts.

- Fully and enthusiastically participate in team meetings
- Play a supportive role in events, initiatives, and other tasks as requested by management
- Engage in fundraising and awareness-raising activities of the organization
- Complete surveys or other assessments designed to improve the working environment, supervision experiences, and training of staff

Application process

Interested applicants should first ensure that they meet the following minimum requirements: 3 years relevant experience, a 4-year degree, clear written and oral expression, and knowledge of nonprofit operations and procedures.

Those meeting the minimum requirements should submit a cover letter, resume, and contact information for three references to Director of Operations Erin Fiaschetti at esf@advancechange.org. Successful applications will convey the applicant's fit with the position as described and motivation in pursuing work in a nonprofit setting focused on justice issues.

ARC, Inc. is an equal opportunity employer, which welcomes qualified applicants of all races, ethnicities, genders, gender identities, disability status, and sexual orientations, as well as those who have been system-involved.