



Administrative Operations Manager

About EABB

EABB was established in 1989 as a charitable 501(c)3 organization to support epilepsy patients and their loved ones. EABB navigates tailored, case-managed solutions to care through the provision and payment of diagnostic, treatment and pharmaceutical services; community education; and, advocacy for social equity and improved quality of life for all who are touched by this debilitating central nervous system (CNS) disorder. Visit www.eabb.org for more information.

Position Overview

The EABB Administrative Operations Manager position is a detail-oriented, leadership role charged with executing all administrative functions, ensuring that EABB is run smoothly and efficiently. The position is fast paced, as the incumbent will be tasked with a variety of time sensitive, complex duties. Reports to Executive Director.

Job Qualifications

Bachelors' Degree and three to five years of experience in a similar role are preferred. Strong facility with the Microsoft Office Suite of programs is required; knowledge of QuickBooks is desired; knowledge of Adobe Acrobat and WordPress are a plus. Seeking an efficient, effective individual, with analytical skills and experience in bookkeeping, with a general knowledge of business operations. Communication and writing skills, emotional intelligence, the ability to make prudent decisions, and a sense of humor will be appreciated.

Essential Duties and Responsibilities

- Provide budget analysis
- Ensure grant reporting compliance
- Serve as liaison to accounting firm
- Process and direct mail, invoices and incoming deliveries
- Manage all physical and digital files and storage
- Manage inventory and order office supplies, client support items, etc.
- Process donations and donor acknowledgement letters and other correspondence
- Provide event, website and social media support
- Provide administrative support for Board and Committee meetings
- Manage phone system and triage phone calls
- Schedule meetings and appointments
- Provide general support to the Executive Director

How to Apply

Email cover letter and resume as soon as possible to Bette Iacino, Executive Director at jobs@eabb.org. Candidates will be selected for interviews as applications are received. Applications without a cover letter will not be considered.

EABB is an equal opportunity employer, committed to a policy of non-discrimination for all qualified applicants without regard to race, color, gender, national origin, sexual orientation, religion or age.