

# Zeno is seeking an Office Manager

Zeno is creating a new role of Office Manager to increase the efficiency of our team and improve our space as we expand our work, furthering our mission of building young children’s early math skills by equipping families with fun and engaging tools to create the math foundation needed for a future of limitless opportunity. We focus on serving families of color in low-income communities through partnerships with community-based organizations and early learning programs.



At Zeno, we believe that racial equity is a key component to our culture and ongoing success. To drive a vision of racial equity within Zeno’s team, our programs, and our partnerships the following principles serve as our guide:

## Key Facts about Zeno:

- Founded in 2003
- 11 team members
- Budget ~ \$1.6M
- Over 2,000 kids and their family members served annually

- **People Matter:** We draw on the wisdom, values, voice, identities, experiences, and stories that inform our collective effort.
- **Execution over Perfection:** We try things and iterate and learn and improve as we go.
- **Keep Getting better:** We recognize that personal and professional growth is a lifelong process and Zeno is a place where everyone grows.
- **Expand Possibilities in and out of Zeno:** We seek new experiences, skills, and relationships that will expand career

opportunities both during and after their time at Zeno.

- **Family and Community Centered:** We seek to build programs, services, and partnerships that intentionally examine and account for the role of race, place, culture, and language in all our work.
- **Support Each Other in Meaningful Ways:** We develop the power and skills of others while placing the right emphasis on the things that matter.

## Essential Job Responsibilities:

- **Administrative:** Provides administrative and office management across organization. Activities include executive calendar management, board and donor meeting prep, and other duties as assigned.
- **Development:** Processes and acknowledges donor gifts, executes employee matching process, and manages donor records in database.
- **Events:** Coordinates planning and logistics for donor and fundraising events, including fall luncheon and spring dinner. Works closely with





the Donor Stewardship Manager to implement opportunities for donor acquisition, stewardship, and appreciation.

- **Volunteers:** Recruits and communicates with volunteers for all program and development events. Maintains up to date records of volunteers in Salesforce and conducts background checks.
- **Inclusion:** Continues to develop the ability to listen, grow, and challenge inequities based on race, economic status, gender identity, immigration status, and other systemic barriers that prevent one's ability to bring their full self to the work.

#### Skills and Qualifications:

- 2-3 years of demonstrated experience in developing administrative systems and processes, and producing high quality work
- Personal passion for inspiring kids + families to love math
- Demonstrated commitment to racial equity
- Extremely organized and able to manage multiple projects simultaneously with strong attention to detail
- Ability to work independently once trained, and with minimal supervision
- Excellent written and oral communication skills
- Experience working with diverse communities or at organizations with a social justice focus
- Ability to exercise discretion and maintain confidentiality
- Strong proficiency in Microsoft Office software (Outlook, Word, Excel, PowerPoint, Sharepoint)
- Experience processing and reporting features with a donor database such as Salesforce

#### Additional Requirements:

All employees must complete a criminal background and motor vehicle record check and must complete I-9 verification upon hire. In addition to above skills and qualifications, candidates must have:

- A valid driver's license
- Reliable transportation and ability to travel independently to partner sites throughout the state

#### Compensation and Benefits:

Full-time exempt position, office located in Seattle's Central District. Some local travel required along with weekend or evening events. Salary range is between \$45,000 and \$50,000. Benefits include flexible time off, dental, and health insurance.

To learn more about Zeno, visit [www.zenomath.org](http://www.zenomath.org)

To apply, please send your resume to [careers@zenomath.org](mailto:careers@zenomath.org)