



### **Organization Description**

The Foundation for Sarcoidosis Research (FSR) is the nation's leading nonprofit organization dedicated to finding a cure for this disease. Since 2000, FSR has worked to fund sarcoidosis research, raise awareness of sarcoidosis, and serve as an authoritative resource for patients, health professionals and the public. FSR strongly believes that the causes of this disease, and ultimately a cure, will be uncovered through rigorous and extensive scientific research.

### **Job Title**

**FSR Administrative Manager** - The Administrative Manager provides both direct office management and administrative support to sustain and enhance FSR's mission. He/She will coordinate and participate in strategic development planning and activities for senior management. The purpose of this position is to provide strong administrative support to Executive Director and communications team as well as manage resources of overall organization. Reports to the Executive Director.

### **Key Functional Areas of Responsibility**

#### **Principal Responsibilities, Duties & Essential Functions**

Serves as the first point of contact for the Executive Director while prioritizing inquiries, meetings, and requests. Manages office operations including vendors, equipment, supplies, organization, schedules, etc. Answers calls and greets guests; screens calls and visitors, takes messages, routes to appropriate staff and responds appropriately to inquiries.

Under general supervision, provides a broad range of administrative support functions which may include details of a confidential nature. Performs a variety of tasks to accomplish established goals and objectives. These may include, but are not limited to the following:

- Utilizes a PC, related software and technology to accomplish assignments.
- Receives and responds to routine correspondence following established procedures not requiring management review. Manages and maintains daily calendars and resolves scheduling conflicts; schedules various meetings and appointments.
- Arranges travel (including air, hotel, car, etc.) for Exec Director and other executive team members.
- Reconciles and maintains expense records, statements and invoices, forwarding to Accounts Payable department for payment as appropriate.
- Creates, transcribes and distributes meeting agendas and minutes.
- Mails, faxes, copies and files documents appropriately while ensuring compliance with records management requirement.
- Create and maintain Excel and other databases and organizational charts.
- Supports board-related work including meeting preparation, planning, scheduling.

- Schedules and manages company-wide resources: sending meeting invitations, setting up catering orders, preparing meeting space with supplies, cleaning meeting space after each meeting and setting up conference call line and/or IT system access, as needed.
- Participates in project based work as needed.
- May assist new facilities during their initial set up and transition process forwarding necessary supplies and forms as needed. Other duties as assigned.

### **Professional Skills and Education Requirements**

- Associate's or Bachelor's degree preferred
- 1 – 2 years' experience in public outreach or customer service
- Commitment to confidentiality
- Skill and finesse in communicating with patients, funders and partners
- Friendly and approachable, displays diplomacy and tact
- Excellent communication skills (written, verbal)
- Excellent organizational and planning skills
- Strong attention to detail
- Forward thinking, ability to anticipate future needs
- Technical savvy, strong knowledge of MS Office Suite
- Ability to clearly and effectively articulate thoughts and points
- High levels of integrity, autonomy, and self-motivation
- Excellent analytical, organizational, project management and time management skills
- Skill and finesse in communicating with patients, funders and partners
- Passion for sustaining non-profit industries
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**Full time regular office hours; salary range \$40K- \$42K annual including health care stipend. Contact [ginger@stopsarcoidosis.org](mailto:ginger@stopsarcoidosis.org) with your resume and cover letter outlining your qualifications and interest in the role.**