



## Program Administrator Job Overview

Fieldstone Leadership Network San Diego (FLNSD) was founded on the belief that people are the greatest asset of a nonprofit organization. Our mission is to help those who have found their vocation in the social sector develop their talents, skills, and ability to impact others. We do this by providing a suite of programming for leaders in the greater San Diego area. We currently offer eight different programs, some of which, like our flagship Learning Groups, are offered on a consistent schedule and some of which, like our Crossroads & Turning Points seminars, are offered as needed.

In 2019, FLNSD joined with The Clare Rose Foundation and is operated as a program of this organization. The Program Administrator is an employee of the Clare Rose Foundation that works directly with the Director of the FLNSD to support Fieldstone's network of nonprofit leaders and its capacity building enterprises. Primary responsibilities include office management, accounting, communication, program management, event planning, and general administrative support. The position works out of an office located in San Diego, but with attendance at programs throughout San Diego County.

### **Roles and Responsibilities**

#### Program management: 40%

- Manage all logistics related to programs and events including, but not limited to, scheduling, facilities/food/caterer coordination, consultant contracts, meeting reminders, application creation, registration processing, invoicing, and payment processing.
- Maintain a list of prospective clients and manage recruitment for annual programs.
- Keep programs up to date by managing program feedback surveys, survey results tracking, reporting, and curriculum updates.
- Edit, compile, and distribute both print and electronic versions of program materials.

#### Communication: 25%

- Serve as the point of contact for all inquiries about FLNSD programs and services for both current and prospective program participants.
- Maintain the network contact database with current contact information for past, present, and future network members and partners.
- Manage yearly print mailing to all network members and partners.
- Create the weekly career exchange bulletin in Constant Contact
- Maintain and update the npboardexchange.org and clarerosefoundation.org websites and provide support for the fieldstoneleadershipsd.org website.
- Support graphic design needs for new logos and flyers.

### Accounting: 15%

- Create and manage the annual budget for FLNSD and its individual programs.
- Track all income and expenditures and prepare quarterly budget updates.
- Manage all payments from Clare Rose Foundation on behalf of FLNSD.
- Rectify all expenditures with receipts on a monthly basis.
- Track and acknowledge donations to the organization.

### Office Management: 10%

- Ensure that office operations run smoothly in an organized and efficient manner by keeping the office organized and stocked, including refreshments for in-person programs, general office supplies, and program-specific supplies such as custom appreciation gifts.
- Coordinate with outside vendors for IT and software support, insurance, and other office or organization needs where applicable.
- Provide excellent customer service to all office visitors.
- Work with office suitemates to create a positive office environment for all suite organizations and guests.

### Administrative Support: 10%

- Provide administrative support for the Director of the Fieldstone Leadership Network SD and the President of the Clare Rose Foundation as needed.
- Support special projects, events, and other programs as necessary.

### **Hours, Work Environment and Benefits**

- Part-time: 20-30 hours/week
- \$25-\$28/hour
- Flexible and hybrid work schedule
- Opportunity for professional development programs and experiences
- Opportunity for broad and impactful work with a network of hundreds of nonprofit leaders

### **Competencies and Skills**

- Passion for community involvement and the nonprofit sector
- Committed to hospitality and providing a welcoming environment for all
- Ability to work independently and pro-actively
- Ability to stay organized, multi-task, and shift gears comfortably to manage multiple programs and challenges in a timely manner
- Must be able to sit a desk and work on a computer for long periods and also be able to lift and move supplies (no more than 15lbs) as needed

## Experience and Education

- High school diploma required, bachelor's degree or equivalent coursework/experience preferred
- Two years relevant work or internship experience preferred
- Advanced proficiency with computers including Microsoft Office Suite, Adobe Acrobat and Google; Proficiency with Zoom, Canva, Adobe Illustrator, and Word Press helpful but not required

## Core Values

The Fieldstone Leadership Network San Diego's mission is guided by the following values:

- *Continuous Learning* – We listen to our nonprofit members, evaluate our programs and apply what we learn.
- *Hospitality and Belonging* – We cultivate environments for brave conversations, personal development and relationship building to occur.
- *Trust and Confidentiality* – We honor confidentiality as a cornerstone of our work. We trust staff, members, facilitators and partners to join us in upholding the legacy of confidentiality in all we do.
- *Reciprocity* – We value the give and take of wisdom, expertise, and resources between each other.
- *Diversity* – We commit ourselves to be inclusive, inviting nonprofit leaders of a variety of backgrounds, experiences, cultures, and agency-focus to join our work.
- *Cultivation of Care* – We encourage leaders to take care of themselves, so they may sustain their passion, continue the serious work they do in our community and lead others by example.

The Clare Rose Foundation is an Equal Opportunity employer. Personnel are chosen based on ability without regard to gender, race, color, religion, sex, national origin, disability, marital status, or sexual orientation, in accordance with federal and state laws.

## TO APPLY

To apply, please email [Info@Fieldstoneleadershipsd.org](mailto:Info@Fieldstoneleadershipsd.org) with “Program Administrator” in the subject line. Include a cover letter stating your interest in the position and your resume as an attachment.