

Job Posting: Part-Time Administrative Manager, Advancing Macomb**Posting Date: August 11, 2025 – position open until filled****About Advancing Macomb**

Advancing Macomb is a 501c3 that convenes resources to solve community challenges and enrich the lives of Macomb County residents. The organization provides the philanthropic model and leadership needed to cement partnerships between the nonprofit, public and private sectors, identify and attract resources to fund major projects and programs, and increase Macomb County's visibility.

Our Mission

Providing leadership and resources necessary to connect complex community challenges with high-impact solutions in Macomb County.

Our Vision

Advancing Macomb provides the leadership and resources needed to solve community challenges. By mobilizing our collective assets, we act as a conduit between opportunity and need. We strive to enrich the lives of residents and create a thriving environment in which to live, learn, work, recreate and innovate.

Our Values

- **Trust:** We strive to become a pillar of integrity, reliability and fairness through internal operations and external support.
- **Equity:** We believe that disparities in our communities can be resolved by prioritizing support to organizations that face barriers to success, empowering diverse community leaders and creating an inclusive environment.
- **Leadership:** We use our collective business assets and leadership skills to advance our communities.
- **Collaboration:** We actively work to break down silos and find innovative solutions to leverage organizational strengths and overcome weaknesses.

For more information about Advancing Macomb, visit advancingmacomb.com.

Why Work at Advancing Macomb?

At Advancing Macomb, we offer the opportunity to make a meaningful difference in your community. We value innovation, collaboration and dedication to service. Our team works on a variety of programs aimed at improving the Macomb County nonprofit sector and helping communities become places where their residents love to live. As a growing organization, we provide the flexibility to take initiative and shape the future of our community.

Advancing Macomb believes that diverse perspectives drive innovation and lead to better outcomes. We are committed to building a workforce that reflects the rich diversity of the

communities we serve. We strongly encourage individuals of all backgrounds and experiences to apply.

To Apply: email your PDF resume and cover letter (email cover letter is acceptable) to Phil Gilchrist, Executive Director at phil@advancingmacomb.com.

Administrative Manager Position Description

Advancing Macomb, Inc. & Advancing Macomb Foundation, Inc.

Position Summary

Reporting to the Executive Director, the Administrative Manager will be responsible for business processes and systems which support Advancing Macomb, Inc. & Advancing Macomb Foundation Inc.'s operations and programs. The Administrative Manager will ensure that all support activities are carried on efficiently to allow other operations to function properly. This position is part-time hourly, hybrid-remote, 20 hours per week. Position does require some flexibility to occasionally work more than 20 hours per week depending on the needs of the organization.

Salary Range

\$31.25 – 36.05 per hour, based on experience.

Benefits

Advancing Macomb provides generous vacation and sick leave.

Core Job Responsibilities

- Perform planning and implementation of administrative procedures and systems, ensuring their compliance with policies and regulations, and maintaining organized digital records.
- Organize smooth and adequate flow of information within the organization to facilitate business operations.
- Manage schedules and deadlines, developing measures to optimize processes.
- Manage inventory of office supplies and organize purchasing of new material.
- Monitor costs and expenses to assist in budget compliance and annual budget preparation.
- Serve as a point of contact for services vendors, including but not limited to IT support, payroll and human resources, etc.
- Prepare operational reports as required or at the request of senior staff.
- Support administration of fundraising activities and grant management processes, including preparing mailings and reports, maintaining donor and funder data in the organization's CRM, and working with organizational leadership to complete required filings.

- Manage accounts receivable and accounts payable in conjunction with Advancing Macomb Foundation accounting team and organizational leadership.
- Perform clerical accounting and general office duties as needed.
- Assist with answering the organization's phone during business hours, monitoring incoming emails to the organization's general email inbox, and opening, recording and routing mail received.
- Support administrative needs related to programmatic operations, including but not limited to contract processing and invoice/payment tracking.
- Ability to be flexible and adapt to changes within both the organization and community.
- Ability to work some scheduled evenings or weekends as programming needs require.
- Participate in planning and implementation of signature Advancing Macomb events, including Summer Soirée and Community Engagement Summit.
- Supervisory Responsibilities:
 - From time to time, this position may be responsible for overseeing the work of independent contractors for operational needs.
 - From time to time, this position may be responsible for engaging and managing volunteers for operational needs.
- Other duties as assigned.

Required Skills and Qualifications

- 3+ years of office management or administrative experience in nonprofit organizations.
- Critical-thinking and decision-making skills.
- Excellent verbal and written communication skills with exceptional attention to detail.
- Capable of independent work, but still team oriented.
- Proficient in finding creative solutions to complex problems.
- Strong time management skills and ability to multi-task.
- Ability to work effectively in a hybrid-remote work environment.
- Proficient in using technology including Microsoft products and CRM systems.
- Proficient in using Quickbooks Online and Bill.com.
- Personal qualities of integrity, credibility, and a commitment to and passion for Advancing Macomb Foundation, Inc.'s mission and values.

Physical Requirements

Approximately 90% of this work will be performed remotely or in an office environment where physical activity is light, involving sitting, standing, and use of computers and standard office equipment. Approximately 10% of this work will be event-based where physical activity is moderate, involving sitting, standing, walking, and light lifting up to 20 pounds.

Equal Opportunity & Employment Relationship

Advancing Macomb Foundation, Inc. is an Equal Opportunity Employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

Employment at Advancing Macomb, Inc. and Advancing Macomb Foundation, Inc. is at-will, meaning that either you or the company may terminate the employment relationship at any time, with or without cause or notice. We comply with all applicable federal, state, and local laws regarding background checks and employment eligibility verification.