

**ARKANSAS
IMMIGRANT
DEFENSE**



**DEFENSA^{DE}
INMIGRANTES^{DE}
ARKANSAS**

ATTORNEYS AT LAW ABOGADOS

Office Manager-Grant Manager Position Description

We are Equal Opportunity Employers. Everyone is welcome to apply, and we encourage people of color, immigrants, women, people with disabilities, religious minorities, members of the LGBTQIA2S+ community, low-income individuals, and individuals with other marginalized identities to apply.

About Arkansas Immigrant Defense (AID)

Arkansas Immigrant Defense is a non-profit immigration law firm that promotes justice by defending and advancing the rights of immigrants and refugees through direct legal services, community education, and community advocacy. We specialize in providing holistic legal services to minors and survivors of violence and have been serving in the state of Arkansas since 2017. This position will also become an opportunity to engage with other non-profit and community organizations to help bring legal services to cities outside of NWA.

Responsibilities:

- Liaise with various vendors, service providers and lessors
- In partnership with the Executive Director (ED), design, implement, and oversee adherence to office policies and procedures
- Establish/maintain procurement and inventory control procedures
- Manage office expenditures and budgets
- Work with bookkeepers for various purposes, including to ensure that all items are invoiced and paid on time
- Ensure accurate tracking of volunteer time and other in-kind support
- Ensure accurate and timely reporting for accounting and grant purposes
- Ensure that office operations and procedures are organized, correspondences are controlled, and supply requisitions are reviewed and approved
- Manage the planning and execution of equipment procurement in coordination with tech support
- Establish/Maintain procedures for protection, retention, retrieval, and disposal of records in accordance with Arkansas Ethics Rules
- Manage all Human Resource operations of the company

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- Establish/Maintain procedures for personnel files and document changes over time
 - Help with recruitment and evaluate job candidates and in partnership with other AID staff provide orientation and training to new employees
 - Supervise and implement fundraising efforts in areas of annual giving, monthly donors, special events, major gifts, and other areas as assigned.
 - Along with ED, serve as contact and develop grant proposals for corporations, foundations, and other funding entities.
 - Work in partnership with the AID team to (i) ensure grant goals and promises are realistic and feasible, (ii) budgets are adhered to, and (iii) timely grant reports are filed.
 - Other duties as assigned

Requirements:

- Bachelor's degree or sufficient relevant experience required
- Knowledge of office management responsibilities, systems, and procedures
- Excellent time management skills and ability to prioritize work amid multiple tasks, including meeting deadlines with time to spare
- Attention to detail and problem-solving skills
- Excellent written and verbal communication skills
- Strong organizational and planning skills
- General knowledge of accounting, data, and administrative management practices and procedures
- Knowledge of clerical practices and procedures
- Knowledge of human resources management practices and procedures
- Knowledge of business and management principles
- Computer skills and knowledge of office software packages
- Ability and willingness to learn on the job
- Knowledge of QuickBooks Online preferred
- Prior experience in donor management, event planning, fundraising, organizational development, or financial planning is strongly preferred.
- Spanish/English fluency preferred
- Able to demonstrate empathy and tolerance of people of different lifestyles, beliefs, races, and temperaments.

Key Skills & Proficiencies:

- Integrity
- Good judgment as regards decision making and prioritizing
- Problem Solving

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- Self-Starter
 - Planning and Organization
 - Adaptability
 - Teamwork
 - Budgeting
 - Process Improvement
 - Supply Management
 - Inventory Control

Salary & Benefits:

- \$35,000-\$40,000 (based on experience)
- 100% of premiums paid for Vision, Dental, & Health Insurance
- 401k
- Short Term, Long Term, & Life Insurance
- Paid Time Off
- Sick Days
- Flex Hours
- Maternity/Paternity Leave