



# Leadership Southern Maryland

*Regional Collaboration for Today's Leaders and Tomorrow's Vision*

## POSITION DESCRIPTION

### Administration Manager

[Leadership Southern Maryland](#), California, MD - Hybrid

\$25/hr · Part-time (20 hours per week)

### BACKGROUND

Leadership Southern Maryland is an independent leadership development program designed to inspire and educate both emerging and executive leaders in Southern Maryland. The Executive Program aims to broaden the knowledge base of mid- to senior-level public and private sector executives about the critical issues, challenges, and opportunities facing the region. The Emerging Leaders Program provides a series of experiences to facilitate, foster, and refine individual leadership understanding and abilities via structured course curriculum focused on self-discovery, teamwork, and networking.

The Administration Manager works in partnership with the Executive Director to manage the operations of this ever-evolving, fast-paced, dynamic organization. Under the direct supervision of the Executive Director, this position performs office management, program coordination, and communications functions that help ensure high quality experiences for LSM's program participants and alumni.

Why join us? We envision a Southern Maryland that is flourishing — economically, civically, culturally — built on a foundation of ever-improving human capital whose strengths and potential we spend each day revealing and igniting. Since 2008, LSM has inspired emerging and established leaders to create change in their communities through cohort-based programming and individual enrichment. We are proud of our LSM alumni community of over 500 leaders from diverse backgrounds, positions, and interests who connect for social interaction, dialogue, and creative problem-solving. We're known for our quality, agility, thoughtfulness, and hard work. If you like to have fun collaborating as a team to achieve ambitious goals for the greater good, you'll be in good company.

### KEY RESPONSIBILITIES

The following are core, major responsibilities of the Administration Manager:

- Oversee and support all administrative functions of the LSM office and ensure that the office is operating smoothly. Develop office policies and procedures as needed.
- Help coordinate small to large scale events, such as program orientations, program sessions, and award ceremonies (e.g., reserve facilities, arrange catering, arrange buses, procure materials) and provide ongoing assistance during events (e.g., set up and break down event spaces, provide A/V support, take photos).
- Receive, process, and document all financial transactions and information to ensure invoices and payments are recorded and provided to the Executive Director for payment and receipt actions.
- Manage program contact data in LSM's customer relationship management platform (Bloomerang). Synthesize participant data for quick retrieval and reporting.
- Monitor and manage candidate nominations and applications. Track and analyze data regarding nomination, application, and selection processes. Provide technical assistance to nominees and applicants, including following up regarding documents required for submission. Prepare applicant data spreadsheets and reports.
- Facilitate candidate interview process and participant notification and onboarding processes (e.g., prepare welcome letters and materials, create bio booklets, and set up participant portal access).
- Support the Communications Committee and Executive Director in developing communications plans and publishing press releases, social media posts, a monthly newsletter, and an annual yearbook and alumni directory. Create written office communications, including business letters and memos.
- Assist with organizing meeting schedules and preparing materials for the Board of Directors and Board committees.
- Assist with LSM website and social media platform maintenance, including management of the LSM Alumni Portal hosted on the website.
- Maintain all program files in LSM's online file management platform (Dropbox).
- Respond to incoming communications, such as phone calls and emails. Receive and sort incoming mail and deliveries, and manage outgoing mail.
- Manage office and program supplies inventory and place orders as needed.
- Provide other administrative support as needed, including maintaining calendars, conducting research, and preparing reports.

## **PHYSICAL AND ENVIRONMENTAL CONDITIONS**

The Administration Manager is provided with an office at Holly I in California, Maryland. Most day-to-day administrative work may be accomplished here. However, tasks may be completed at any location that the Executive Director deems suitable.

The Administration Manager will be capable of lifting (with help for bulky items and items over 40 pounds) and transporting program support materials from the office or storage facilities to and from the program locations.

The Administration Manager will be expected to travel every month to various program venues throughout Calvert, Charles and St Mary's counties. The Administration Manager will be physically capable of traveling and providing his/her own transportation to and from the various venues.

## **QUALIFICATIONS**

### **The Administration Manager must possess ...**

- An Associate's degree or higher.
- At least 3 years of experience as an office manager or program coordinator.
- Strong knowledge and experience with business financial operations and financial management software such as QuickBooks.
- Strong knowledge and experience with event planning and group coordination activities.
- Exceptional written, verbal, and interpersonal communication skills.
- Detailed planning, time management, and organizational skills.
- Ability to work with a highly collaborative team with diverse working styles.
- High levels of integrity and discretion in handling confidential information and dealing with professionals inside and outside the organization.
- The qualities of a self-starter, able to take initiative using good judgment, and to work independently.
- Willingness and ability to work a part-time schedule that includes occasional weekends and evenings. Limited travel within Southern Maryland is required as well as occasional travel to Annapolis and other parts of Maryland.
- Equivalent education/experience may substitute for stated requirements.

### **Bonus Points:**

- Skills in media communications (social media, press releases, etc.)

- Experience using DropBox, Bloomerang, Zoom, LinkedIn, and/or Survey Monkey
- Experience with Leadership Southern Maryland

### **This job could be for you if ...**

- You are organized – you juggle various tasks by setting priorities, managing your time to meet deadlines, and monitoring progress to make sure nothing falls through the cracks on your watch.
- You are a self-starter – you take initiative and positively influence others to achieve results in the best interest of the organization.
- You are an adaptive planner – you assess situations, determine strategies to move events forward, set goals, create and implement action plans, and evaluate the process and results.
- You communicate effectively – you can explain anything to anyone in a clear, thorough, and timely manner using appropriate and effective communication tools and techniques.
- You are people-centered – you anticipate, understand and respond to the needs of internal and external stakeholders to meet (and exceed) their expectations.
- You foster teamwork – you enjoy working collaboratively with staff and volunteers to set goals and find creative/innovative solutions that strive towards excellence.
- You have basic computer/technology skills and easily learn new systems.
- You are flexible and able to attend functions, which may take place outside the typical 9-5 workday.
- You have reliable transportation and can lift up to 30 pounds.
- You behave ethically and align with the values of the organization.
- You have a passionate commitment to Southern Maryland.

### **COMPENSATION**

- Hourly Rate: \$25/hour
- Vacation Days
- Holidays
- Simple IRA 2% annual contribution
- Opportunity for annual bonus based on Board of Directors' review

## HOW TO APPLY

Email your application to [sybol@leadershipsomd.org](mailto:sybol@leadershipsomd.org). Include the position title in the email subject line: "POSITION: LSM Administration Manager."

### Applications must include:

- A one-page cover letter explaining why you are interested in this position with LSM
- Résumé
- Three professional references

Leadership Southern Maryland values a diverse workforce and inclusive culture, and does not discriminate on the basis of race, ethnicity, national origin, age, creed, religion, physical ability, gender, gender identity or expression, pregnancy, sexual orientation, previous incarceration, veteran status, union membership or activism, or any other characteristic protected by local, state, or federal law.

**CLOSING DATE** – Open until filled.

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## About the company

### [Leadership Southern Maryland](#)

Leadership Southern Maryland is a leadership program seeking to enhance the regional identity of Southern Maryland's three counties—Calvert, Charles, and St. Mary's—and to build a cadre of well-informed and connected future regional leaders from the government, business and non-profit sectors.

While absorbing the local "flavor" in each of the three counties, participants have the opportunity to broaden their perspectives on a number of the most significant issues challenging our region.

Each class reflects a cross-section of the region to include diversity of geographic location, profession, ethnicity, age and gender. Participants are mid- to upper-tier leaders who have demonstrated aptitude and ability to become senior-level leaders, as well as senior-level leaders new to the area and who exemplify a sincere concern and commitment to help shape the future of Southern Maryland.