Office Manager
Full-time, exempt (40 hours per week)

Organization: U District Partnership
Job Title: Office Manager
Reports to: Executive Director
Position Type: Full-time, Exempt
Timing: 40 Hours Per Week
Compensation: $79,000 - $93,000

About The U District Partnership
The U District Partnership (UDP) is a nonprofit 501(c)(3) organization with a mission to serve all who work and live in or visit Seattle’s University District by fostering and sustaining a vibrant, diverse, and healthy neighborhood. As an advocate and steward for the neighborhood, UDP provides services in the following program areas: Economic Development, Placemaking and Urban Planning, Cleaning, Public Safety, Homeless Outreach, Marketing, and Events. In addition to grants and sponsorships, UDP is partially funded by the U District Business Improvement Area (UDBIA) fund, which was reestablished by City ordinance in 2020.

The U District Partnership (UDP) is an Equal Opportunity Employer. We celebrate diversity and are committed to creating an inclusive environment for all employees and participants. UDP encourages all interested persons to apply regardless of age, race, ethnicity, religion, sexual orientation, gender identity or expression, national origin, veteran, or disability status.

About the Office Manager Position
As the needs of the U District continue to grow and evolve, so do the needs of The U District Partnership. As the incoming Office Manager, you will join an organization that has strong financial stability, a solid reputation, and is becoming one of Seattle’s leading economic development organizations. You will have the opportunity to call on your years of experience, skills, and enthusiasm to build and sustain operational and internal systems key to the long-term success of the organization. You will oversee daily operations and administration of the UDP office and support correspondence and scheduling for committees and the boards of directors and the executive director. You will excel in this
role because you are energized by other people and variety and thrive in a team environment. Below you will find an overview of the essential functions and responsibilities of this role.

**Daily UDP Operations Management**

In this role you will excel using your strong organizational skills to oversee the daily operations of The U District Partnership. These responsibilities will include:

- Managing and developing digital systems for file and contact database management
- Bookkeeping support for accountant—specifically with billing, invoicing, expense reporting, and some grant administration
- Overseeing contracts, leases, IT support, and subscriptions
- Coordination and management of office improvements and administrative projects
- Overseeing the sourcing, procuring, and managing of all office furniture, equipment and supplies
- Ensuring the general orderliness and organization of the office at all times to facilitate meetings with stakeholders and committees
- Communicating regularly with property owners, business owners, city departments and program contractors—often acting as the first point of contact for the organization
- Establishing and maintaining relationships with stakeholders in the U District to provide customer service and access to resources and information about UDP programs

**Executive Director & Team Support**

As the first point of contact for many stakeholders, you will handle telephone and email correspondence with ratepayers, board members, and the general public. You will also support a dynamic team by providing executive scheduling, database management, and administrative functions. These responsibilities will include:

- Tracking stakeholder correspondence and issue resolution
- Supporting both Boards of Directors which includes scheduling in-person and remote Board & committee meetings, preparing and distributing Board packets and agendas, and keeping minutes
- Managing the calendar and schedule for the Executive Director
- Developing agendas and following up on commitments and next steps from all team meetings
**Special Projects, Initiatives & Events**

As a small organization, there are times that require ‘all-hands-on-deck’ including some evening and occasional weekend work including in-person and remote Board meetings or our perennial festivals which include Seattle Boba Fest (late April), the U District Street Fair (late May), and the U District Food Walk (late September). In addition to events, there are special projects or initiatives that require team support from time to time. Examples of such projects include data compilation to support economic development or policy initiatives, or research to follow up on property assessment payments, billing, and delinquent accounts.

**Core Competencies & Qualifications**

As a strong candidate for this position, you likely have the following core competencies and qualifications.

- Exceptional interpersonal, verbal, and written communication capability
- Proven experience providing excellent customer and constituent services across diverse stakeholder groups
- Keen attention to detail, with the ability to successfully multitask and manage multiple deadlines as necessary
- Ability to systematize and streamline workflow as needed
- Flexibility and a can-do attitude with the ability to work successfully independently or as a part of a team
- Sound judgment and ability to problem-solve
- Strong business and finance administration knowledge, non-profit experience a plus
- Proficiency in QuickBooks as well as Google Workspace and Microsoft Office—familiarity with Adobe Creative Suite is also a plus
- Mission-minded with a strong interest in local Seattle community development
- Experience and/or past employment in business improvement districts, entrepreneurial ventures, small business, commercial real-estate, or sales environment is encouraged but not required

**Compensation & Benefits**

- Salary range: $79,000 - $93,000 (depending on experience)
- Employer-paid medical and dental
- Paid time-off
- Retirement plan with 3% employer match
- Life and disability insurance
How to Apply:

If you are interested in this position, please send your resume with a cover letter to: don@udistrictpartnership.org by Monday, August 7th at 5:00 pm. Please include the following information “Office Manager - Your Name” in the subject line and ensure that all attachments are sent as PDFs, each labeled with your name.