



ADMINISTRATIVE MANAGER

Do you have financial and administrative experience? Do you want to work for an innovative, mission-driven organization? Are you interested in technology, policy, and the power of data?

The Center for Open Data Enterprise has an opportunity for you.

The Center for Open Data Enterprise (www.OpenDataEnterprise.org) is a Washington-based nonprofit that works on open government data - free, publicly available data that anyone can use. Open data is a valuable public resource for social good and economic growth, with applications in healthcare, energy, transportation, governance, and many other areas. Our mission is to maximize the value of that resource by working with governments, data-driven businesses, nonprofits, advocates, and developers in the U.S. and around the world.

Position Description:

The Center for Open Data Enterprise is seeking a part-time Administrative Manager to join our team and help manage our operations. The position includes working with all staff and using a range of financial, HR, and contact management systems to support our mission to put open data to use.

Responsibilities:

- Works with leadership on strategic planning with data on financial projections and KPIs
- Develops contact management system using Salesforce platform
- Trains new staff in organizational and financial policies and procedures
- Manages grant proposals and reporting for all foundation funders.
- Manages payroll and benefits systems
- Develops and manages accounting systems with external accounting firm
- Manages invoices, payments, and staff expense reports; tracks revenue, expenses, and cash flow

Skills and Experience Required:

- Familiarity with payroll, Quickbooks, Excel, Salesforce
- Experience with grants management and reporting (as grant recipient)
- Strong organizational and time management skills
- Experience with HR and HR systems

Preferred Working Style:

- Ability to work in a highly collaborative, small team setting
- Commitment to careful, detailed quality control
- Ability to work independently and take initiative

Time: 20 hours per week, available immediately

Compensation: To be determined, commensurate with experience

Location: Center for Open Data Enterprise Washington, DC office

How to Apply:

Interested applicants should submit a CV and expression of interest to Laura Manley at laura@odenterprise.org.

The Center for Open Data Enterprise, OpenGov Hub, 1110 Vermont Ave NW, Suite 500, Washington, DC, USA 20005