Administration Manager

Lenox Hill Neighborhood House, widely recognized as one of New York’s premier human services providers, is a 128-year-old settlement house that provides an extensive array of effective and integrated services—social, educational, legal, health, housing, mental health, nutritional and fitness—which significantly improve the lives of 16,000 people in need each year, ages 3 to 103, on the East Side of Manhattan. Our clients include older adults, homeless and formerly homeless adults, children and families, recent immigrants, disabled persons, adult learners and more. For more information on Lenox Hill Neighborhood House, please visit lenoxhill.org and check us out on Facebook or Instagram.

The Neighborhood House is committed to achieving an ongoing organizational culture of excellence programmatically and our outstanding and caring staff includes social workers, teachers, mental health professionals, cooks, artists, care managers and many more who use their unique skills to help our clients succeed. The Neighborhood House’s core, historic services include diverse programs for Older Adults, a nationally recognized Early Childhood Center, Homelessness and Housing programs, The Teaching Kitchen® at Lenox Hill Neighborhood House, Adult Education, Art Therapy, Visual and Performing Arts, Fitness and Aquatics and more. As an integrated 128-year-old settlement house, our comprehensive continuum of care addresses the holistic needs of our clients: we provide housing, education, healthy food, financial resources, case management, mental health services and arts-based programming to those most in need in our community.

To continually improve our organizational and programmatic impact and effectiveness, we are now looking for an Administration Manager, who will have wide-ranging responsibilities and be involved in all facets of organizational and programmatic administration. The Administration Manager will provide direct administrative support to organizational leadership as well as interfacing with community partners, funders and key stakeholders. The Administration Manager will work on numerous projects in organizational administration, programmatic operations, internal and external affairs, government and funder relations, communications, marketing, Board relations and more, all in furtherance of our programs and mission.

The Administration Manager will:

- Prepare and analyze various administrative, operational, financial and programmatic reports by inputting and tracking information in multiple internal and external databases
- Manage government contracts and respond to government and funder requests
- Serve as liaison and project manager to key stakeholders, elected officials and their staff, and other community partners as assigned for special events, cross-functional initiatives and projects
• Create and assist in development of funding applications, as well as promotional and educational materials for internal and external use
• Proficiently organize spreadsheets, large datasets, run queries and create tracking tools for leadership
• Improve and coordinate communication systems across departments, programs and the organization
• Provide programmatic, operational and administrative support to programs and departments throughout the organization
• Collaborate effectively with Neighborhood House staff from all programs and departments
• Complete all other responsibilities and duties as assigned by Supervisor

Qualifications:
The ideal candidate for the role of Administration Manager will possess excellent interpersonal and organizational skills, high computer proficiency, good judgment, attention to detail and strong writing and communication skills. Candidates must be able to multitask with the ability to prioritize tasks and meet deadlines and thrive in a fast-paced environment. This is a wonderful opportunity for a dedicated professional to join a dynamic nonprofit organization. The ability to understand the needs of our clients, services and programs is crucial, and experience working in non-profits, social services or community-based organizations is ideal. Candidates will possess the ability to work both independently and as part of a team to complete complex projects. Bachelor’s degree required; relevant graduate degree welcome. Competitive compensation and excellent benefits package available.

To Apply:
Applicants should send a cover letter, resume and list of references to LHAdmin@lenoxhill.org. Applications will be accepted on a rolling basis until the position is filled. No telephone calls please.

At Lenox Hill Neighborhood House we value respect, diversity and integrity. We are an equal opportunity employer. Lenox Hill Neighborhood House prohibits discrimination and harassment of any type and affords equal employment opportunities to employees and applicants without regard to race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, national origin, disability status, genetic information, protected veteran status or any other characteristic protected by law. Lenox Hill Neighborhood House conforms to the spirit as well as to the letter of all applicable laws and regulations. The policy of equal employment opportunity (EEO) and anti-discrimination applies to all aspects of the relationship between Lenox Hill Neighborhood House and its colleagues.

Lenox Hill Neighborhood House is a client-facing and essential community-serving organization. To keep our clients and our colleagues safe, and to comply with various governmental contractual requirements, all new employees must be fully vaccinated against Covid-19 (except where valid medical exemptions apply) and will be required to submit proof prior to the time of onboarding.