The Alliance for Peacebuilding (AfP) is seeking a Office Manager to help achieve our mission to ‘champion greater peacebuilding influence, impact, and innovation to avert wars, end violence, and save lives.’

AfP is a Washington, DC based not-for-profit, nonpartisan membership network of 190+ organizations that has experienced substantial growth in recent years. It is the institutional home for the peacebuilding community and operates through three technical capacities to build the peacebuilding field: (1) Partnerships & Convening, (2) Learning & Evidence, and (3) Policy & Advocacy. AfP also serves as a platform for peacebuilders from around the world to connect, amplify their voices, and build new models of social action for peace. With a core staff of 10 people, AfP carries out its fieldbuilding efforts with a current annual budget of $1.2+ million across the three technical capacities. Additionally, AfP hosts an annual conference, PeaceCon, that is attended by 1500+ individuals and serves as AfP’s largest annual fundraiser. AfP is recognized for its thought leadership in peacebuilding advocacy, learning, and convening. It was awarded the 2018 Luxembourg Peace Prize in the category of Outstanding Peace Support, named the “number one influencer and change agent” among peacebuilding institutions worldwide in 2019, and awarded the 14th annual Warren Knight Distinguished Service Award by the JAMS Foundation for our global efforts to achieve sustainable peace.

AfP has an increasingly important mission and ground-breaking role to play in supporting the growing global peacebuilding field. Our recent strategic review process highlights the outstanding fieldbuilding role that AfP should continue to play - in strengthening and encouraging the ecosystem of peacebuilding organizations and their allies to achieve greater impact.

Role summary
The position reports directly to the Deputy Executive Director. The Office Manager plays a critical role at AfP to ensure the organization operates effectively, working closely to coordinate multiple teams to oversee finance and billing, everyday operations to improving performance and securing compliance, including overseeing AfP’s flagship annual conference, PeaceCon. The Office Manager will work closely with AfP’s small staff and will be relied upon for operational expertise by serving as a problem-solver and go-to expert on critical processes, including but not limited to:
**Office Management and Operations (50%)**: The position serves as AfP’s operational lead, managing daily operations/duties and supervises the operation team members including but are not limited to:

- Oversees day-to-day administrative operations to ensure efficiency and effectiveness including managing the Operations Associate; creating and implementing standard operating policies and procedures; and coordinating activities between departments/functions.
- Manages all technology systems, including copier, phone system, and cloud storage; work with off-site, internal technology staff to coordinate equipment and troubleshooting; act as liaison between internal and external technology staff as necessary.
- Tracks operation tasks and deadlines for the entire team including annual report, donor/grant reporting schedules, Board letters etc.
- Supports recurring reporting responsibilities to the Executive Director and the Board of Directors (i.e., scheduling, agenda, meeting minutes, meeting notes, etc).
- Develops, maintains, and monitors accurate and complete files for projects, programs, and personnel.
- Updates internal system(s) to ensure that data accuracy and integrity are maintained.
- Manages administrative preparation and coordination for meetings and events.
- Prepares and submits purchase orders and processes contractor invoices for various office management functions such as check requests, supply ordering, package shipment, office vendor coordination, and payment.
- Overseas banking, financial records, vendor processing, procurement, and record keeping.
- Maintains office staff by supporting the recruitment, selection, onboarding, and training of employees.
- Assisting with AfP’s HR function by collecting, processing, and keeping employee benefits and personnel records up to date.
- Handle all AfP general and membership inquiries via email and phone systems.
- Provides additional administrative and operational support as required.

**Membership Operations (30%)**: The position is responsible for managing the day-to-day operations and tracking of AfP’s 190+organizational members. Duties include but are not limited to:

- Serves as gatekeeper and data management for the organization’s database of contacts in our membership software, JoinIt and provide membership number and reports to Senior Leadership and Board of Directors as requested.
- Processes new members’ applications (including providing new member slates to the Board of Directors for approval).
- Provides administrative onboarding of new members.
- Leads communication, outreach, and membership annual renewals via phone, email, and mailing projects to all members.

**Annual Conference Responsibilities (20%)**: The Office Manager oversees the management of PeaceCon and the team members assigned to this event, including a part-time conference associate. AfP’s PeaceCon is the largest annual peacebuilding conference in the U.S., working to expand professional networks, develop shared learning, and amplify our members’ work within the peacebuilding field and with donors and policymakers.

- Develops event timeline and manages event planning and operations for PeaceCon.
• Supports the senior leadership team in sponsorship tracking and communication.
• Oversees the Request for Proposal and proposal review process.
• Coordinates team responsibilities for PeaceCon, including speaker engagement and tracking, communications, tickets sales and advertising, venue and partner liaising, and vendor agreements.

**Position Requirements:**

• Bachelor’s degree and 3 years professional administrative and operational experience or a minimum of 5 years working in progressively management positions in the nonprofit or the corporate sector.

**Additional Requirements:**

• Passion for organizational operations and demonstrated experience creating systems and processes for efficiency. High comfort level with rolling out new information or systems to team and helping in troubleshooting and problem solving.
• Exceptional organizational and project management skills, keen attention to detail, customer-service orientation, and proactive problem-solving skills.
• Demonstrated ability to provide quality customer service and to lead and balance work with a variety of stakeholders. Ability to prioritize and handle multiple tasks and deadlines with limited supervision.
• Strong ability to stay cool under pressure, with a capacity to thrive in an environment with multiple and simultaneous shifting priorities.
• Ability to follow through on commitments to others and be accountable and dependable.
• Ability to accept direct feedback and demonstrate good conflict resolution skills.
• Strong interpersonal relationships with the ability to manage up.
• Excellent written and oral communication skills, and positive, can-do attitude. Development-related communication experience a plus,
• Excellent leadership and judgment, with the ability to learn from constructive feedback.
• Familiarity with membership management software, CRMs, and databases.
• Expert proficiency with Microsoft Office, particularly Outlook, Excel, PowerPoint and Word; high comfort level with technology. Experience with Squarespace preferred.
• Personal qualities of integrity, credibility, and a commitment to AfP’s mission.

**Job Location**
Full-time in Washington, DC (walking distance to DuPont Metro) and the possibility of remote locations in the United States.

**Salary Range**
55,000 to 65,000 U.S. Dollars

**Application Process**
Please send a cover letter, resume, salary requirements and list of three references to humanresources@allianceforpeacebuilding.org, ATTN: Office Manager - Operations. Each attachment should be labeled “Last name, First name – [Document type].” **Applications will be accepted on a rolling basis and encourage well-qualified candidates to apply at the earliest opportunity.**
Only applicants meeting the required qualifications for the position will be considered and only those selected for an interview will be contacted. The Alliance for Peacebuilding is an equal opportunity employer and welcomes resumes from all qualified applicants, particularly women and minorities. **All applicants must be eligible to work in the United States, as the Alliance for Peacebuilding does not sponsor work visas.**

**Alliance for Peacebuilding (AfP) is an EEO Employer**

*The Alliance for Peacebuilding is an equal opportunity employer, does not discriminate on the basis of race, color, religion, gender, sexual orientation, national origin, age, disability, veteran status, or any other characteristic protected by law. It is our intention that all qualified applicants are given equal opportunity and that selection decisions be based on job-related factors. Any individual, who, because of a disability, needs accommodation or assistance in completing this application or at any time during the application process, should contact at edith@allianceforpeacebuilding.org.*

Only those applicants who meet the required qualifications will be considered. Those selected for further discussions will be contacted. Interviews will be scheduled by appointment only, no phone calls please.