



Position Title: SFIC Office Manager

Location: Santa Fe Indigenous Center: 1420 Cerrillos Road, Santa Fe, NM 87505
Start Date: Immediately
Hours: 20 hours per week +; 10am- 2pm Monday – Friday, plus events & some meetings
Pay: Depending on experience
Supervisor: SFIC Director

Position Overview:

The Office Manager provides administrative and organizational support to the Director and is responsible for overseeing a wide range of office operations including Administrative, Financial and Human Resources duties. This position ensures organizational compliance with non-profit regulations, manages key agency records, and supports financial, donor, and program functions. The Office Manager plays a vital role in maintaining organizational efficiency, supporting staff, and strengthening relationships with donors, sponsors, and vendors. The Office Manager will assist with ongoing programs & events including food distributions, outreach, cultural workshops, Native Earth Day, Honoring Native Nations Powwow, etc., ensuring smooth program operations.

Key Responsibilities:

Administrative

- Provide administrative support to the Director, including oversight of organization's filing system for grants, donations, financial, program and employee records.
- Serve as primary contact for sponsors and donors; manage donor and contract communications.
- Communication and oversight of vendor relationships.
- Monitor and manage business insurance policies and risk oversight.
- Monitor and renew registrations for insurance, county, city, state, national accounts. (i.e. Secretary of State, City of Santa Fe, Sam.gov, etc.)
- Maintain agency calendar and coordinate event logistics expenses.
- Support non-profit oversight and compliance requirements, ensuring accurate documentation and reporting.
- Office supply upkeep and ordering.

Financial

- Tracking grants expenditures and budgets.
- Manage internal accounts payable and deposits.
- Code organization expenditures by category in Quickbooks.

Human Resources

- Create, maintain and update the Employee Handbook.
- Maintain and update employee files.
- Research and implement employee benefits.
- Ensure office operations run smoothly by implementing and maintaining policies and procedures.

Qualifications:

- 5+ years proven experience in nonprofit office management, administration, or related role.
- Experience with non-profit compliance, oversight, and reporting preferred.
- Strong organizational and record-keeping skills with attention to detail.
- Proficient in financial processes including accounts receivable, payable and deposits.
- Excellent communication and interpersonal skills for working with staff, donors, sponsors, and vendors.
- Ability to manage multiple projects and deadlines.
- Problem-solving and decision-making skills with a high level of dependability.
- Computer proficiency in Microsoft Office Suite, Google Workspace, and related software.

Core Values

- Respect for Indigenous cultures and traditions
- Community-centered service
- Integrity and punctual
- Accountability is a must
- Collaboration and compassion

HOW TO APPLY

Email resume and cover letter to sficdirector@gmail.com and include “Office Manager” in the subject line. Resumes accepted immediately until position is filled. **Native American applicants are encouraged to apply.**