



Job Title: Office Manager

Reports to: Executive Director

Location: Atlanta, GA

Salary: \$55,000

Benefits: Paid holidays, Health Insurance, PTO, and 403(b) plan option

#### Job Summary:

Second Helpings Atlanta is a food rescue and hunger relief organization whose mission is to reduce hunger and food waste in the Metro Atlanta area by rescuing healthy, nutritious, surplus food and distributing it to a network of nonprofit partners with feeding outreach programs. Learn more about our work at <https://secondhelpingsatlanta.org>.

At Second Helpings Atlanta, we value collaboration, curiosity, kindness, and impact. We are a small but mighty team that is resourceful and creative. We foster a culture where our team believes the best in others, helps each other and our community even when we don't have to, and feels energized to solve problems (and has fun while doing it!).

The Office Manager is a mission-critical operations role responsible for ensuring the smooth functioning of internal systems across finance, administration, and development. This position manages bookkeeping, vendor relationships, compliance documentation, donor data entry, and cross-departmental coordination. The Office Manager is a key team player who thrives in a fast-paced, mission-driven environment and brings structure and clarity to daily operations so the entire team can thrive.

#### Position Overview:

##### Finance & Bookkeeping

- Manage day-to-day bookkeeping, including accounts payable/receivable, bank and credit card reconciliations, and bill pay.
- Maintain accurate financial records and collaborate with external accountants to support the annual audit process.
- Monitor and track program-specific and grant-related expenditures for internal and external reporting.
- Assist in maintaining financial documentation and compliance for audits and grantors.

##### Administrative Support

- Maintain key organizational records, including contracts, MOUs, vendor agreements, insurance policies, and leases.
- Support the Executive Director with scheduling, document management, project tracking, and administrative tasks.
- Assist with HR-related functions including onboarding paperwork, background checks, and personnel file management.

- Serve as the primary liaison for office vendors and building management.

### **Development Data & Reporting**

- Enter all donations into the CRM system accurately and in a timely manner.
  - Generate routine and ad hoc reports to support campaigns, donor stewardship, and grant reporting.
  - Manage the stewardship calendar and collaborate with the Development team on donor mailings, events, and fundraising initiatives.
  - Help ensure consistency and data integrity across development platforms and records.
  - Enter accurate and timely notes as needed into CRM.
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### **Qualifications**

- Minimum 3 years of experience in nonprofit operations, administration, or finance.
- Strong understanding of bookkeeping principles; experience with platforms such as **QuickBooks, Ramp, Bill.com**, or similar.
- Proficiency with donor CRMs such as **Bloomerang, Salesforce, or GiveSmart**.
- Strong technical skills across cloud-based tools (Google Workspace, Microsoft Office, Zoom, Slack, etc.).
- Exceptional organizational and project management skills; ability to manage multiple deadlines.
- Ability to work independently, pivot between tasks, and communicate effectively across teams.
- Experience managing vendor relationships and internal systems.
- Mission-aligned with a passion for hunger relief, food rescue, or environmental sustainability.

### **Compensation & Considerations:**

- Starting Salary is \$55,000 annually based on experience.
- Benefits include Health Insurance, PTO, and a 403b plan.
- Working hours may be Mon-Fri 8am-4pm. Weekend hours may be required periodically.
- Second Helpings Atlanta is an equal opportunity employer. We strongly value a diverse workforce and inclusive culture for all employees.
- Primary working location is 970 Jefferson St. NW, Atlanta, GA 30318. Occasional in-state travel to meetings and events.

Second Helpings Atlanta is an equal opportunity employer. We value a diverse workforce and inclusive culture. Employment decisions are made without regard to race, color, national origin, gender, sexual orientation, age, religion, disability, veteran status, or any other protected status.

### **To Apply**

Please submit your resume and a cover letter outlining your experience and interest in the role to **HR@secondhelpings.info**. Applications will be reviewed on a rolling basis until the position is filled.