



Job Description: Office and Events Manager

POSITION SUMMARY: Under direction of the Executive Director, performs a wide range of administrative duties related to programs, development, database management, events details, and general office support. The Office and Events Manager is responsible for answering incoming calls, directing calls to appropriate personnel, mail, distribution and flow of correspondence. The Office and Events Manager works closely with the staff to support events and requires excellent communications and customer service skills. The position requires an extremely detail oriented person with significant knowledge of internal company processes and procedures. The Office and Events Manager role is a critical support to our mission Responsible for upholding the mission and values of Project Transformation.

Reports to: Executive Director

Employment Classification: Salary, Non-Exempt

Location: Nashville, Tennessee with some travel possible

Work Hours: 40+ hours per week, work week is typically Monday-Friday with occasional evening and weekend events/meetings.

PRINCIPAL ACCOUNTABILITIES: This position requires daily, weekly and monthly responsibilities that must be completed in a timely manner.

- Provides general administrative support to the Executive Director, Program Team, and Development Team.
- Maintains donor records to ensure that information is accurate with up-to-date gift history, contact details, and other relevant data. Logs incoming revenue and donations. Provides regular reporting to Director of Development. Assists in the coordination of correspondence with donors.
- Update and maintain all database records as required. Run criminal background checks. Understand priorities and accordingly schedule, maintain, and coordinate calendar or appointments, meetings and related arrangements. Anticipate needs.
- Assists with logistics and execution of all events, including the fundraising and program related events, i.e. Luncheons, Partner church/ hosts church meetings, intern training; this involves planning as well as highly detailed and organized project management and execution. Assists with procuring corporate sponsors and donors.
- Independently manage and coordinate multiple assigned projects, activities, dates, resources, and dependencies according to priorities and deadlines.
- Answer telephones and direct calls to appropriate associate. Reply to general information requests with accurate information. Greet and direct visitors to the organization. Take and retrieve messages for various personnel.
- Order office supplies and oversee related budget. Lead upkeep of shared office space.
- All other tasks as assigned.

EDUCATION, EXPERIENCE AND JOB REQUIREMENTS: This position requires at least the following minimum requirements:

- Must have a GED or High School diploma. This position requires at least 2 years of specialized office experience. Preference given to candidates with more than 2 years of experience.
- Bilingual-Spanish/English abilities are a plus. At minimum, must have excellent communication skills, both verbal and written. Must be able to work with others to resolve issues and maintain composure in an environment of changing priorities.
- Must have excellent organizational and detail oriented abilities and be able to work well under pressure.
- Must have good computer skills including Microsoft Word, Excel, and Outlook. Database management and record keeping. Previous experience with Salesforce a plus.
- Ability to adhere to all company policies and procedures.
- Ability to work independently on assigned tasks as well as to accept direction on given assignments.
 - Ability to create a nurturing, supportive work environment for interns, volunteers, children, and staff with a positive demeanor. Must be committed to fostering a diverse and inclusive workplace.

Project Transformation is an Equal Opportunity Employer committed to having traditionally marginalized, underrepresented voices at the center of our work. We welcome all individuals to apply and are eager to expand our organization to reflect the diversity of our community.

PHYSICAL REQUIREMENTS: While performing the duties of this job, the employee will be in an office environment. The person in this position needs to occasionally move about inside the office to access filing cabinets, office machinery, etc. The person in this position frequently communicates with the public and other co-workers on business related questions. Must be able to remain in a stationary position 50% of the time. Employee must occasionally lift or move office supplies or other items weighing up to 25 pounds.

COMPENSATION AND BENEFITS

Salary Range: \$43,000-\$48,000/ per year

Benefits:

- Generous paid time off policy (accrued vacation, 6 personal days per year, 10 paid holidays)
- Monthly self-care stipend
- Health, vision, and dental insurance option available after 90 days. Project Transformation contributes 80%.
- Retirement Plan options after one year.
- Cell phone reimbursement eligibility.
- Professional Development opportunities for all staff.

TO APPLY

Send resume and cover letter to Carrie Yoder at yoder@pttennessee.org. Interviews will begin after October 10, 2025.