



Job Title: Office Manager
Department: Administration
Reports To: Head of Finance and Administration
FLSA Status: Full-time (Exempt)

Job Purpose

The Office Manager will be responsible for ensuring the smooth functioning of our multi-tenant office environment, acting as the key liaison between the nonprofits, vendors, and building management. This role requires a blend of administrative expertise, operational oversight, and interpersonal skills to support the unique needs of 5+ golf-focused nonprofit organizations. The ideal candidate will thrive in a dynamic setting, balancing day-to-day tasks with long-term coordination to enhance efficiency and collaboration.

Duties and Responsibilities

Operational Management:

- Oversee daily office operations, including maintenance of shared spaces (conference rooms, kitchen, reception area, etc.).
- Coordinate with building management for repairs, utilities, and facility-related issues.
- Manage office supplies, equipment, and inventory, ensuring all nonprofits have access to necessary resources.
- Serve as the point of contact for vendors, contractors, and service providers (e.g., IT support, cleaning services, security).

Administrative Support:

- Act as the go-between for the nonprofits, facilitating communication and resource-sharing among organizations.
- Manage shared calendars for meeting rooms and events, ensuring equitable access for all tenants.
- Handle incoming calls, mail distribution, and general inquiries, directing them to the appropriate nonprofit or staff member.
- Assist with basic bookkeeping tasks, such as tracking shared expenses and coordinating with nonprofit finance teams for reimbursements or budget allocations.

Collaboration & Liaison Duties:

- Foster a positive and cooperative environment among the nonprofits, addressing operational or administrative conflicts as they arise.
- Coordinate joint initiatives, such as events, workshops, or fundraisers related to the golf space, as requested by tenants.
- Liaise with nonprofit leadership to understand their operational needs and implement solutions to enhance productivity.

Technology & Systems:

- Oversee shared office technology (printers, Wi-Fi, phone systems) and troubleshoot minor issues or escalate to IT vendors.
- Maintain filing systems (physical and digital) for shared resources and documentation.
- Manage access control (keys, keycards, or security codes) for staff across all nonprofits.

Health, Safety, and Compliance:

- Ensure the office complies with health and safety regulations, coordinating fire drills, safety training, or updates as needed.

Special Projects or other duties as assigned by AZ Golf leadership

Knowledge, Skills, and Qualifications

- 3+ years of experience in office management, operations, or administrative roles, preferably in a multi-tenant or nonprofit environment.
- Strong organizational and multitasking skills with the ability to prioritize competing demands.
- Excellent communication and interpersonal skills to work with diverse teams and stakeholders.
- Associates/bachelor's degree preferred but not required, in business administration, nonprofit management, or a related field (or equivalent experience).
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook) and basic tech troubleshooting.
- Familiarity with the golf industry or non-profit sector is a plus but not required.
- Ability to work independently and proactively address challenges.

Working Conditions

- The position will follow a standard work week of Monday through Friday 8am-4pm. However, there may be a need to work weekends or varied hours as needed.
- This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers and filing cabinets. Physical requirements include the ability to lift up to 25 pounds (e.g., office supplies, equipment).

Benefits

- Competitive salary commensurate with experience.
- Health, dental, and vision insurance.
- Profit share and Matching 401k
- Paid time off and holidays.
- Opportunity to work in a unique, mission-driven environment with a focus on golf and community impact.

How to Apply:

Please submit your resume and a cover letter detailing your relevant experience and why you're excited to join our team to daniel@azgolf.org . Applications will be reviewed on a rolling basis until the position is filled.

At AZ Golf, we believe that fostering respect and inclusion empowers individuals to unlock their creativity, innovation, and success. We're dedicated to advancing our company and the sport by embracing diversity and inclusivity at every level.