



Job Opportunity

OFFICE MANAGER

Position Type: Full-Time/Regular/Non-exempt

Position Location – Everett, WA with Partial Remote Hybrid Option

Hiring Range: \$61,000 – 65,000 Annual

Start Date: Approximately September 3, 2026

Benefits: Medical, dental, vision, life, ADD & LTD, up to 6% employer contribution to retirement savings 403(b) plan, paid vacation & 12 holidays, 36-hour work week, hybrid and flexible work schedule, free parking.

To Apply: Submit a resume and cover letter to resumes@uwsc.org by 8/7/2026 for first consideration. Open until filled.

Who We Are

United Way of Snohomish County brings people, resources, and strategy together to improve lives—so every family can reach their fullest potential, now and for generations to come, regardless of race, place, or ability. Since our founding as the Everett Community Chest in 1941, we have worked to coordinate charitable giving and direct resources where needed most across our community. Today, that work has evolved. United Way is no longer just a fundraiser—we are a strategic community impact investor, partnering with local organizations and initiatives to advance equitable, community-led solutions. We invest in four core focus areas—Youth Opportunity, Financial Security, Healthy Community, and Community Resilience—to remove systemic barriers and expand access to opportunity across our community. These investments stabilize households, strengthen local systems, and help families move from surviving to thriving.

Candidate Description

We welcome candidates who:

- Demonstrate the skills, abilities, and experience needed for this role regardless of education and compensation history.
- Are inspired by our values of integrity, collaboration, innovation, equity, and outcome oriented.
- Are willing to grow in personal and professional learnings of social and racial justice.

- Demonstrate a commitment to improving outcomes for young children and their families experiencing systemic economic poverty.

SUMMARY

The Office Manager reports to the Executive Director whose role is crucial for maintaining a productive work environment and supporting overall business operations. This position ensures the office operations run smoothly, efficiently, and cost-effectively while supporting the organization's objectives and provides administrative support. Key areas of responsibilities include administration of donor database systems, accounting responsibilities, and managing office administrative responsibilities and tasks.

Key Responsibilities

Donor Database Administration:

- Inputs donations and pledges into the CRM system.
- Analyzes, researches, and maintains donor CRM system records.
- Manages the collections process, to include working closely with private donors and workplace campaigns to ensure accurate and timely processing.
- Manages acknowledgements and end of year tax letters.

Accounting Responsibilities

- Maintain HR/Payroll files, in conjunction with 3rd party accounting/payroll service.
- File state and local reports – such as property tax exemption, business license, annual charity filings, Secretary of State, etc.
- Maintain banking records and relationships.
- Collaborate with outsourced accountants to process bills and maintain vendor relationships.

Administrative Responsibilities

- Develop and implement office policies and procedures.
- Collaborate with Executive Director, support staffing needs to include recruitment and onboarding and general human resource functions.
- Collaborate with health benefits brokers, oversee employee health benefits annual renewal, compliance communications, enrollment status,
- Collaborate with financial plan providers to ensure employee enrollment, contributions, annual compliance, and reporting processes are completed accurately and consistently.
- Primary point of contact for IT issues, collaborating with outsource provider to ensure systems are operating smoothly and efficiently, maintained, and meeting the needs of the organization.
- Primary point of contact with property owner for building maintenance issues.
- Oversee United Way general correspondence to ensure accurate, timely responses to include general mail, email, and phone lines.
- Oversee organization software subscriptions and renewals.
- Maintain office supplies to meet operational needs.

- Coordinate organizational records retention and disposal process.

Preferred Qualifications

Experience

- 5 years office administration or related experience and/or training.

Knowledge/Skills/Abilities

- Proficient in Microsoft Office 365 to include Word, Excel, Outlook, SharePoint.
- Knowledge and experience using fundraising software a plus (i.e., Little Green Light)
- Strong organizational skills with the ability to prioritize and manage multiple tasks.
- Ability to work under pressure, deadlines, and time constraints.
- Ability to interact and communicate effectively with all levels of the organization and community.
- Ability to read, analyze, and interpret complex documents.
- Ability to respond effectively to sensitive inquiries or complaints.
- Ability to work with mathematical concepts such as probability and statistical inference, and apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Ability to define problems; research and collect data; establish facts; and draw valid conclusions.

Core Competencies

- Accountability: Ability to accept responsibility and account for one's actions.
- Accuracy: Ability to perform work accurately and thoroughly.
- Detail Oriented: Ability to pay attention to the minute details of a project or task.
- Interpersonal: Ability to get along well with a variety of personalities and individuals.
- Organized: Possessing the trait of being organized or following a systematic method of performing a task.
- Research skills: Ability to design and conduct systematic, objective research and conclusions.

Other Requirements

- Current, valid driver's license; use of private vehicle and valid automobile insurance.
- Offer of employment is contingent upon meeting a criminal history review standard.

Benefits

We offer a comprehensive benefit package: medical, dental, vision, life, ADD & LTD, a 403(b) plan with both base and employer matching contributions, leave and holiday pay, 36-hour work week, flexible work schedule, free parking and more. If you live in Snohomish County, there is no need to drive in traffic to Seattle or Bellevue. If you live in north King County enjoy a reverse commute. We are located one block from Everett Transit & Train Station.

Physical Demands and Work Environment

While performing the duties of this job, the employee will:

- Engage in ongoing communication in-person as well as through electronic means.
- Regular use of computer laptop, tablet, keyboard, screens, webcam, desk phone, and photocopier.
- Frequently sit and/or move throughout the office.
- Occasionally lift and/or move up to 25 pounds.
- Work in a business setting of cubicles and offices.
- Work full-time (36 hrs./wk.), with some weekends and evenings as needed.

Equal Employment Opportunity Statement

United Way of Snohomish County (United Way) provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity, gender expression, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state, and local laws. This policy applies to all areas of employment, including recruitment, hiring, training and development, promotion, advancement, transfer, termination, layoff, compensation benefits, social and recreational programs, and all other conditions and privileges of employment.

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