The Office Manager manages the day-to-day operations of the organization to ensure that the Turtle Survival Alliance is managed and performing efficiently and effectively. The Office Manager maintains office services by organizing office operations and procedures, participating in financial controls, designing filing systems, reviewing and approving supply requisitions, and managing clerical functions, especially with the Executive Director and the Board of Directors.

**Qualifications:**
- 3+ years of demonstrated success in nonprofit organizational administration.
- Superb organizational skills, including the ability to manage complex projects, work both independently and with a team, complete detailed work with a high level of accuracy, and manage time effectively.
- Superb written, verbal, and interpersonal communication skills, including the ability to resolve conflicts professionally and effectively.
- Basic working knowledge of Gusto, QuickBooks, or other human resource/financial management systems.
- Proficient in Microsoft Office Suite and virtual technologies, including Google Calendar, Google Drive, and Asana or similar project management software.

**Responsibilities:**

**Human Resources**
- Support Executive Director, as needed, in all employee relation activities, including hiring and termination.
- Available as resource to employees on benefits and other employment-related matters.
- Onboard and off board all employees.
- Manage employee files such as paperwork related to recruitment, hiring, performance, timesheets, leave records, benefits, and termination.
- Maintain employee benefits, including health care accounts.

**Facilities Management**
- Manage all vendor contracts, including selection, negotiation, and termination.
- Oversee the functioning of Alliance administrative facilities.
- Implement operational policies and procedures.
• Monitor inventory and manage purchasing processes of supplies and equipment, including merchandise.
• Oversee purchasing and distribution of merchandise.
• Manage contracts and serve as primary contact for vendors and service providers.
• Maintain Alliance’s electronic file system in compliance with the Document Retention Policy.
• Provide basic IT support, including email setup and troubleshooting, and select/oversee IT vendor.

Administrative Support
• Coordinate logistics and maintain minutes/records of meetings and events for board, staff, and organizational membership.
• Provide customer service to existing or prospective stakeholders by answering questions or resolving problems.
• Prepare deposits and maintain financial records.
• Communicate and explain new directives, policies, procedures to managers; for major changes, meet with entire operations staff to explain changes, answer questions, and maintain morale.
• Arrange staff, contractor, and volunteer travel.

Benefits:
In addition to the above-stated compensation, Turtle Survival Alliance offers an individual retirement account with 3% employee match, medical (up to $600 employer contribution per month) and dental and vision insurance (100% employer paid for employee), as well as life insurance, paid time off, and sick leave. The Alliance also offers a remote office stipend.

About Us:
The Turtle Survival Alliance protects and restores wild populations of tortoises and freshwater turtles through science-based conservation, global leadership, and local stewardship. Formed in 2001, Turtle Survival Alliance is a global conservation organization based in Charleston, South Carolina that works to create a planet where tortoises and freshwater turtles can thrive in the wild. With strategic, science-based initiatives directed by local leaders, our work creates lasting impact and capacity where it matters most and inspires long-term community-based stewardship to prevent extinction. Where populations cannot yet succeed in the wild, our breeding programs ensure their future survival. Because turtles are ancient, remarkable creatures—and to save them, we all play a role.

Turtle Survival Alliance does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor. Women and minorities encouraged to apply.