



Live & Learn Arizona - Office & Business Manager

Live & Learn Arizona is seeking an Office & Business Manager to join a growing and dedicated team.

The Organization:

Live & Learn is a non-profit organization founded in 2012, to empower women in the Phoenix-metro area. It began as an initiative of the Arizona Foundation for Women and became an independent organization in 2014. Live & Learn continues to grow every year to meet the financial education needs and career training for women in our community.

Live & Learn staff provides ongoing career guidance and support for each client along their sustainability journey. The organization works with community partners to offer the best training programs for women and a range of life-skill classes and workshops that will help in this process.

The Opportunity:

Live & Learn Arizona is seeking a dynamic and detail-oriented Office & Business Manager to ensure the seamless operation of the organization. This hybrid role blends administrative, financial, and operational management, providing essential support to the team. The Office & Business Manager will play a critical role in maintaining efficiency, organization, and compliance while contributing to the organization's mission. This is an exciting opportunity for a proactive professional who thrives in a fast-paced environment and is passionate about empowering women and breaking the cycle of generational poverty.

What the Office & Business Manager Does:

Financial & Business Management:

- Oversee budgeting, financial record-keeping, and reporting in collaboration with the finance team or external accountants.
- Manage donor databases, grants administration, and fundraising records to ensure accuracy and compliance.
- Maintain vendor relationships, negotiate contracts, and oversee procurement processes.
- Ensure adherence to nonprofit regulations, including tax filings and annual reporting.

Administrative Leadership:



- Provide executive support to leadership through efficient calendar management, scheduling, and meeting coordination.
- Serve as a key point of contact for internal and external stakeholders, ensuring clear and professional communication.
- Manage office operations, including supplies, equipment, and correspondence.
- Organize and maintain digital and physical records.

Operations & Special Initiatives:

- Support event planning and execution for fundraising, outreach, and community engagement efforts.
- Collaborate with staff and volunteers on special projects that enhance organizational efficiency and further the mission.

Required Skills & Experience

- Bachelor's degree in business administration, nonprofit management, or related field (or equivalent experience).
- Proven experience in administrative support, office management, or business operations, preferably in a nonprofit setting.
- Proficiency in Microsoft Office Suite, Google Workspace, and CRM/donor management tools.
- Strong organizational, time management, and problem-solving skills.
- Excellent written and verbal communication abilities.
- Familiarity with nonprofit financial practices, such as QuickBooks or similar software.
- Experience coordinating grant applications or reporting.
- A passion for [insert mission focus area] and a commitment to nonprofit work.

What we offer:

- Pay: between \$55,000-\$65,000 per year, depending on experience and qualifications.
- Benefits include employer covered individual health benefits with family coverage available after the first 60 days, 401K matched up to 4%, and generous holiday and paid time off plan.
- On-site work location: Office is located at 326 E. Coronado, Suite 201, Phoenix, AZ 85004.



How to apply for the Office & Business Manager position:

- **Email your resume and cover letter to Stephanie Giannini**
SGiannini@liveandlearnaz.org by **February 14, 2025.**
- In your cover letter, please include answers to the following questions:
 - How has your experience in financial management, administrative support, and operations prepared you to contribute to the efficiency and success of our nonprofit organization?
 - Describe a time when you had to juggle multiple priorities in a fast-paced environment. How did you stay organized and ensure everything was completed accurately and on time?
- Interview process:
 - All applications will be reviewed.
 - Select candidates will be invited to a phone screening.
 - Following the phone screening, select candidates will be invited to an in-person interview with the Hiring Committee.