

Office and Events Manager

JOB DESCRIPTION

Position Type: Full-Time, In-Person

Classification: Exempt

Reports To: Controller

Location: Geraldine R. Dodge Foundation, Newark NJ

POSITION SUMMARY

We're looking for a dependable, detail-oriented Office and Events Manager to keep our facilities and office running smoothly. The Office and Events Manager will oversee day-to-day operations and facilities, manage vendor and facility relationships, support the basic office IT infrastructure, lead the planning and execution of office-related events; including guest organizations in our space, and ensure the team has what it needs to do great work. The ideal candidate is a proactive problem-solver with exceptional organizational skills, has the ability to wear many hats, enjoy creating a warm and inviting atmosphere, a collaborative spirit, and a genuine commitment to the foundation's mission. Given the nature of work in the role, the Office and Events Manager is expected to be in the office four days a week.

Geraldine R. Dodge Foundation is a private foundation dedicated to reducing the racial wealth gap in New Jersey.

KEY RESPONSIBILITIES

Office Operations & Management

- Oversee the daily operations of the office to ensure a welcoming, organized, and productive work environment.
- Manage relationships with building management, vendors, and service providers; coordinate maintenance, repairs, and office improvements.
- Maintain office environment including coordinating cleaning services and order supplies, snacks and beverages, equipment, and technology; track inventory and manage related budgets.
- Develop and implement office policies, procedures, and systems to improve efficiency and organizational consistency.
- Serve as the primary point of contact for office-related inquiries from staff and external parties.
- Ensure health, safety, and accessibility standards are upheld in the office environment.

Shared Office Space Management

- Manage the foundation's shared workspace program, coordinating use of office space by partner organizations and grantees. Ensure office preparedness for on-site events.
- Develop and maintain agreements, policies, and schedules governing shared space usage; ensure all partners understand and adhere to guidelines.
- Serve as the primary liaison to partner organizations regarding space logistics, access, and any issues that arise.
- Coordinate meeting room reservations, shared equipment access, and common area upkeep among all workspace users.



- Periodically evaluate the shared space program and recommend improvements to better serve partner needs and foundation goals.

Administrative & Logistical Support

- Plan and coordinate logistics for internal and external meetings, board and committee meetings, convenings, site visits, and foundation events, including catering, travel, A/V setup and maintenance, and materials preparation.
- Manage incoming and outgoing communications, including mail, phone inquiries, and general email correspondence.
- Maintain organized inventory of digital and physical filing systems including offsite storage and office resources. Manage onboarding logistics for staff.
- Support special projects and other duties as assigned by leadership.

QUALIFICATIONS

Required

- 5+ years of office management, operations, or administrative experience, preferably in a nonprofit, foundation, or mission-driven organization.
- Demonstrated ability to manage multiple priorities, anticipate needs, and work independently with sound judgment.
- Strong interpersonal and communication skills; experience working with diverse stakeholders and external partners.
- High proficiency with Microsoft Office and Google Suite (Word, Excel, Outlook, PowerPoint) and comfort learning new tools and platforms.
- Excellent organizational skills and attention to detail.
- Discretion and professionalism in handling confidential information.
- Commitment to the values and mission of Geraldine R. Dodge Foundation.

Preferred

- Experience managing shared or co-working office space programs.
- Familiarity with event planning and logistics coordination.
- Background in the nonprofit sector.

WORK ENVIRONMENT & PHYSICAL REQUIREMENTS

This is a full-time, in-person position based at the foundation's office in Newark, New Jersey. Regular office hours are Monday–Friday, 9:00 AM–5:00 PM, with occasional flexibility for afterhours events. The role involves light physical activity including moving supplies, setting up meeting spaces, and navigating the office environment.

COMPENSATION & BENEFITS



The Geraldine R Dodge Foundation offers a competitive compensation package commensurate with experience. Benefits include health insurance, retirement contributions, paid time off, professional development support, etc. Salary range: \$75,000–\$88,000 annually.

HOW TO APPLY

Please submit a resume and cover letter to jobs@grdodge.org with the subject line “Office and Events Manager Application.” Applications will be reviewed on a rolling basis until the position is filled. Geraldine R. Dodge Foundation is an equal opportunity employer and values diversity in its workforce.