
Position Title:	Office Manager
Organization:	NoMa Business Improvement District & NoMa Parks Foundation
Supervisor:	President
Salary:	Commensurate with experience

The NoMa Business Improvement District (NoMa BID) is a 501(c)(6) nonprofit organization whose mission is to create a clean, safe, and welcoming environment for residents, workers, and visitors and to promote the ongoing growth and development of NoMa. The NoMa Parks Foundation, a 501(c)(3) organization, is an affiliate of the NoMa BID with the mission to establish welcoming, sustainable, beautiful spaces where people can play, refresh, and connect in NoMa. The NoMa BID provides staffing and administrative resources to the Parks Foundation.

The NoMa BID encompasses 35 blocks just north of Union Station in Washington, DC. Once an industrial area, NoMa is among the fastest-growing neighborhoods in the District and comprises more than 18 million square feet of new development. In addition, as of 2019, more than 4,500 new residential units have been built, with another 1,900 under construction. In total, over 37 million square feet of mixed-use development are planned within the NoMa BID. Significantly, there are also more than 49,000 residents in established communities in and around NoMa — including 12,000-plus within the BID’s boundaries — who use the services and amenities in the commercial core of NoMa. The neighborhood is supported by unparalleled public transportation access, with two Red Line Metro stations plus VRE, MARC, and Amtrak connections at Union Station, and is a globally recognized example of successful transit-oriented development. The neighborhood Walkscore is 95, and NoMa is served by the Metropolitan Branch Trail and 10 Capital Bikeshare stations. More information is available on the NoMa BID website at nomabid.org, and the Parks Foundation website at nomaparks.org.

Position Description

The NoMa BID’s Office Manager oversees the day-to-day operations of the NoMa BID office and virtual spaces. The Office Manager assists key office staff—including the President, Chief of Staff, Chief Financial Officer, Director of Administration, and others—with administrative and operations duties, accounting matters, logistics and facilities concerns, as well as providing executive support to the BID president. The Office Manager is a key administrative support role and the position is a good fit for anyone who excels at office operations, administration and organization, or executive support. This position is also an opportunity to see how a Business Improvement District operates and to get a look at the fields of economic development, urban planning, or business/nonprofit management.

The Office Manager reports to the President of the organization.

Duties and Responsibilities:

Financial Management & Accounting Duties

- Accounts Payable processing, including monthly credit card allocations.
- Assisting NoMa BID staff with the semi-annual NoMa BID tax assessment billings and collections.
- Assisting the CFO and external accountants with monthly closings, annual audits, and tax return preparation.
- Monitoring purchase orders to determine accuracy.
- Managing vendors – maintaining records, admin and upkeep.

Admin & Office Management Duties

- Overseeing the day-to-day operations of the BID office and virtual workspaces.
- Assisting with official correspondence and maintaining correspondence files.
- Staffing the front desk, including receptionist duties as-needed, handling mail and packages, providing limited client/guest support, and maintaining good organizational knowledge and understanding of the BID and its work.
- Maintaining office-wide records and filing systems, including organization of online shared drives and dropbox.
- Managing staff meetings.
- Managing office supplies and equipment, including ordering, scheduling maintenance, and coordinating with building facilities, security, and maintenance staff.
- Arranging catering for in-office meetings as needed.
- Maintaining group calendars
- Managing subscriptions and organizational memberships.
- Managing the Administration email inbox.

Administrative & Executive Support Duties

- Assisting the Chief of Staff with Board management, including scheduling, communication and coordination, preparation of materials, maintenance of Board records, onboarding new Board members, and production/distribution of meeting minutes.
- Maintaining the President’s calendar and providing updates as needed.
- Executing clerical and administrative tasks as assigned by the BID President, the Chief of Staff, or the Director of Administration.

Other Duties

- Assisting with BID events as needed
- Other duties as assigned

To Apply: Send cover letter, resume, and references to the Director of Administration at careers@nomabid.org by Friday, October 23 , 2020. No phone calls, please.