

American Indian Law Center, Inc., Albuquerque, NM

Administrative Manager Job Posting

The American Indian Law Center, Inc. (AILC) is an independent non-profit organization located at the UNM School of Law. AILC is hiring an experienced Administrative Manager to support the staff who oversee its grant-funded programs and activities, including its award-winning Pre-Law Summer Institute (PLSI). The successful applicant must have excellent oral and written communication skills and a well-honed ability to handle details accurately, efficiently, and promptly.

Normal work hours are 8 a.m. to 5 p.m., Mon. through Fri., but occasional evening and weekend hours may be required.

Salary range is \$65,000 – \$70,000 per year, depending on experience and qualifications, plus health and life insurance and a 403(b) retirement program.

This job posting stays open until filled. AILC practices American Indian preference in hiring as authorized by federal law. Non-Indians are eligible and encouraged to apply. For best consideration, email a cover letter and resume by **December 2, 2021** to Daniel Ortega (ortega@law.unm.edu), Staff Attorney, with the subject line “Administrative Manager Application.” ***To be responsive, the cover letter must describe*** (1) how your experience and qualifications match this job posting, and (2) your tribal affiliation (*if applicable*). AILC WON’T REVIEW OR CONSIDER RESUMES WITHOUT A **RESPONSIVE** COVER LETTER. *Semi-finalist applicants* must submit proof of tribal membership (*if applicable*), proof of bachelor’s degree, and a writing sample. Skills tests may be required. Probationary period applies. For more information about AILC visit our website: [American Indian Law Center, Inc. \(ailc-inc.org\)](http://AmericanIndianLawCenter,Inc.(ailc-inc.org)).

Job Description

Summary

Supports federal and private grant-preparation, submission, and management. Assists with organization’s regular administrative and financial processes. Adheres to AILC policies and procedures. Supervises an administrative assistant. Coordinates other activities as assigned and provides leadership on projects.

Duties and Responsibilities

1. Helps staff prepare grant proposals and budgets, including budget revisions; interprets funder’s regulations and requirements; reviews grant agreements to help staff comply with requirements.
2. Supervises an administrative assistant.
3. Processes accounts-payable and accounts-receivable; assists with payroll procedures.
4. Advises on and helps with budgets and related data management and reporting; prepares budget reports.
5. Gathers and analyzes data to evaluate compliance issues; prepares reports to help staff manage compliance risk.
6. Develops and maintains databases to record and track grant proposals, awards, and statistics; creates and distributes reports, studies, summaries, and analyses.
7. Researches and maintains database of funding opportunities.
8. Stays current on grant funding policies, regulations, and procedures; presents changes to staff and advises on their implementation and impact.
9. Plans and coordinates activities and events such as conferences and training sessions.
10. Creates and delivers presentations and resource materials related to program activities.
11. Publishes and disseminates information about AILC’s grants as required by funders.
12. Performs miscellaneous job-related duties.

Minimum Job Requirements

- Bachelor's degree in business administration or other pertinent major field of study from an accredited U.S. institution of higher education *and* at least 4 years of experience directly related to the duties and responsibilities.
- Completed degree(s) from an accredited U.S. institution of higher education that are equal to or above the minimum experience requirement (e.g., a master's degree in business administration or public administration) may be substituted for experience on a year-for-year basis.

Knowledge, Skills and Abilities Required

- Computer and software skills including Microsoft Word, Excel, and PowerPoint; video and web-conferencing; communication-management and social media apps. Ability to learn other software apps.
- Knowledge of current developments in area of expertise.
- Effective written and oral communication skills.
- Database management skills.
- Ability to evaluate and organize AILC's resources to establish priorities and plans for expenditure.
- Ability to analyze and interpret financial data and prepare financial reports, statements, and projections.
- Ability to give advice and information to staff.
- Knowledge of grant funders' policies and procedures.
- Knowledge of funding sources and processes.
- Ability to lead projects and delegate work.
- Ability to effectively supervise an administrative assistant.
- Basic knowledge of accounting principles, procedures, and standards.

Working Conditions and Physical Effort

- No or very limited physical effort or exposure to physical risk.
- Work is normally performed in a typical interior/office work environment.
- Occasional travel may be required.
- Some work from home may be required due to the COVID-19 pandemic.