



**Manager of Administrative Services
National Network of State Teachers of the Year
Position Announcement**

The National Network of State Teachers of the Year (NNSTOY) seeks a full-time Manager of Administrative Services. NNSTOY is committed to advancing student learning through promoting the teacher’s voice in policy making and professionalizing teaching. To learn more about the organization, visit the website at www.nnstoy.org.

Outlined below are the critical tasks and primary outcomes that we expect as a result of this work. Please send your resume and letter of interest in PDF form titled [Last Name, First Name] to Jessica Hansen at jessica@nnstoy.org by December 31.

Position: Full-time

Location: Virtual with Washington DC preferred

Salary Range: \$48,000 annually

Job Description	
Scheduling and Travel	<ul style="list-style-type: none"> Maintain shared calendar of appointments, events, meetings and manage CEO timesheet Book travel, maintain records of travel booked and taken, assemble vouchers and documentation to reconcile travel for NNSTOY staff, STOYs, and others Work with individual Board of Directors members traveling to represent NNSTOY to plan, book, and be reimbursed for travel
Communications	<ul style="list-style-type: none"> Provide input into communications projects, including, but not limited to, planning, execution, scheduling of communications events, overseeing the smooth running of logistics for these events
Membership	<ul style="list-style-type: none"> Maintain membership records and lists, combine two existing databases into one electronic record, assist in planning and executing membership drives
Conferences	<ul style="list-style-type: none"> Work with staff and conference chair(s) to identify a venue for conference through competitive bid process, collect and analyze bids; work with staff to plan conference theme and strands; compile list of potential presenters; contact presenters as assigned; compile and maintain conference agenda and overall conference schedule; keep records of planning meetings; oversee planning process and ensure staff stays on task according to annual work plan; coordinate service project and social outing transportation; coordinate focus group and filming opportunities with sponsors; handle logistical and administrative side to sponsorships, including billing; create internal Cue Book document; plan internal staff meetings leading up to conference; generally assist all staff and conference chair(s) in logistical planning Acquire addresses for follow-up thank-you letters to presenters, maintain records of hotel payments and invoices, and assist in debriefing activities Oversee meeting planning for convenings other than the national conference
Grants	<ul style="list-style-type: none"> Assist staff in compiling data needed for grant applications, maintain e-files and templates for grant applications, and assist in producing grant applications
Finance	<ul style="list-style-type: none"> Work with VP/COO to manage NNSTOY’s financial tracking documents, as requested Prepare and track invoices for payment to the organization. Manage payment of invoices incoming to the organization with New Venture Fund. Work with VP/COO to code and track incoming and outgoing invoices. Manage credit card reconciliation for the CEO’s credit card and for the NNSTOY organization’s credit card
Collaboration	<ul style="list-style-type: none"> Participate fully in all staff meetings Attend committee meetings as needed and assist in the work of committees Offer suggestions along with other staff for organization direction and improvement

Qualifications

- Bachelor's Degree
- Experience supporting an executive preferred
- Demonstrated aptitude for reading/applying financial principles
- Deep experience with Microsoft Office, especially PowerPoint, Excel and Outlook
- Demonstrated organizational skills
- Affability in dealing with the public, membership, and Board of Directors
- Ability to interact high-level officers from other organizations
- Experience in grant review and management
- Conference organization and management expertise
- Multi-tasking abilities
- Ability to read and understand research
- Dedication to serving as a team player

NNSTOY is a project of the New Venture Fund, a 501(c)(3) public charity that incubates new and innovative public-interest projects and grant-making programs. The New Venture Fund is committed to attracting, developing and retaining exceptional people, and to creating a work environment that is dynamic, rewarding and enables each of us to realize our potential. The New Venture Fund's work environment is safe and open to all employees and partners, respecting the full spectrum of races, ethnicities, national origins, ages, sexual orientations, gender identities, beliefs, religions, faiths and ideologies, cultures, socio-economic backgrounds and levels of physical ability.