

NEDCC SEEKS MANAGER OF ADMINISTRATION

Summary

The Northeast Document Conservation Center (NEDCC) seeks a full-time Manager of Administration who would be excited to work for a mission-oriented nonprofit that serves libraries, archives, museums, and other collections-holding institutions.

The Manager of Administration is responsible for managing and overseeing NEDCC's day-to-day administrative processes and systems and works closely with the entire senior management team to continuously improve administrative procedures in support of NEDCC's programs and clients.

The ideal candidate will be passionate about supporting NEDCC's mission of helping institutions with conserving and preserving their irreplaceable collections of art and historical artifacts, and making those unique collections accessible to the public through digital reformatting.

The minimum annual salary for this position is \$60,000. Please note that this is a minimum salary, not a starting salary, and does not reflect the full pay range for this position. NEDCC offers competitive salaries commensurate with education, experience, and skill, as well as an excellent retirement/benefits package. This position reports directly to the Executive Director.

Job Description

The Manager of Administration has both supervisory responsibilities and direct administrative duties.

Supervisory responsibilities include:

- Hires, trains, delegates, supervises and supports a staff of two Administrative Assistants and one Registrar who directly support NEDCC's various program areas.
- Manages vendor contracts (cleaning service, copiers, postage meter, telephone, etc.).
- Ensures a safe, secure and well-maintained facility by serving as primary point-of contact with landlord's maintenance staff and overseeing various NEDCC contractors performing maintenance/repairs (plumbing, electrical, HVAC, sprinkler, security system, etc.).
- Coordinates with IT contractor and department directors on NEDCC-wide purchases of software and licenses.
- Monitors purchases of office supplies and equipment to assist in annual budget preparation.
- Monitors and arranges for regular maintenance of the company cargo van.

Administrative duties include:

- Provides administrative support for online webinars/workshops/conferences (online set-up, registration/order-fulfillment, participant communication, distribution of course materials, day-of online hosting, processing and posting recordings, completion certificates, etc.).
- Additionally, provides administrative support for in-person workshops and training events (liaise with host site and contractors, attend day-of as needed, coordinate travel, lodging, and reimbursements, etc.)
- Updates website content in collaboration with Marketing and Social Media Coordinator.
- Supports setting up projects in online project-management system (QuickBase).

- Serves as point-of-contact for questions and provides technical support to dPlan|ArtsReady users (www.dplan.org).
- Runs reports and prepares program statistics for annual grant reporting.
- Provides monthly PayPal/Stripe sales reports to Senior Staff Accountant for training programs and dPlan|ArtsReady.
- Supports maintenance of NEDCC's in-house reference library.

Qualifications

- BSc/BA in business administration or related field desired, but not required.
- Proven experience as administrative manager.
- Excellent organizational, communication and interpersonal skills.
- Service-oriented problem-solver.
- Ability to multitask, meet deadlines, and work autonomously as well as cooperatively and collaboratively.
- Proficiency with the following software and applications a must: Microsoft Office (Word, Excel, PowerPoint, Outlook, SharePoint, Teams), Slack, YouTube, Zoom, Adobe Acrobat, and SurveyMonkey.
- Proficiency with the following software a plus: MODX, Amazon Web Services, QuickBase, LibraryThing, Adobe Connect, WordPress, PayPal, Stripe, and Regfox.
- Ability to maintain confidentiality of records and information.
- Familiarity with library, archives, and museum fields a plus.

About NEDCC

Founded in 1973, the Northeast Document Conservation Center (NEDCC) is the first independent nonprofit conservation center in the United States to specialize in treating paper-based collections, such as manuscripts, rare books, maps, photographs, scrapbooks, architectural drawings, and works of art on paper, including collections made of distinctive materials such as parchment, papyrus, and birch bark. NEDCC's mission is to improve the conservation and preservation efforts of libraries, archives, museums, and other institutions that hold important humanities collections; to provide the highest quality conservation and digital reformatting services (imaging and audio) to institutions that do not have such capabilities in-house; and to provide continuing education and consulting services for the preservation and conservation fields. On average, NEDCC completes 525 projects for 274 constituents per year, which primarily includes small- to mid-sized underserved and under-resourced organizations that lack in-house conservation and/or reformatting capabilities. NEDCC is located in Andover, MA, twenty-five miles north of Boston. For more information, please visit www.nedcc.org.

Only persons with the legal right to work in the United States are eligible to apply. NEDCC offers competitive salaries commensurate with education, experience, and skill, as well as an excellent retirement/benefits package. NEDCC is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to age, race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law. This position will remain open until filled.

Application Process

To apply, please send a cover letter, resume, and names and contact information for three references as a single PDF to: Bill Veillette, Executive Director, at [bveillette <at> nedcc <.> org](mailto:bveillette@nedcc.org).