

**SEEKING REFERRALS**  
**EXECUTIVE ADMINISTRATOR**

Oakland, CA  
Competitive Salary + Benefits

The Rotary Club of Oakland (RCO) is currently accepting resumes for a full time Executive Administrator. This position is key in communicating the vision and mission of the organization to current and prospective members and manages complex interrelationships with integrity and trust.

The Executive Administrator, in partnership with the RCO President and Board of Directors, ensures the strategic priorities of the organization are executed and provides oversight of the Club's operations. They will provide support and advice to ensure a smooth and effective transition during the annual changeover of officers. The Executive Administrator also provides support to the Club's affiliated 501(c)3 organization Oakland Rotary Endowment (ORE), its Board of Trustees and Officers.

The Executive Administrator oversees the financial management of the RCO and ORE, which includes the \$300K annual operating budget and \$3M endowment. They are responsible for the collection of member dues, timely financial reports to both Boards of Directors/Trustees, development of the annual operating budget (in collaboration with the President and Club Treasurer), and management of the annual audit.

The Executive Administrator is responsible for the management and operation of the Club office and assures the management is aligned with the Clubs policies, procedures, by-laws and constitution, supervises all office staff, paid and volunteer, measures performance and makes compensation recommendations.

Key leadership and management skills required: effective communication internally and externally, orally and in writing. Presents messages clearly and succinctly to a variety of audiences. Relationship management, business acumen (understands nonprofit accounting and how to read financial data to make recommendations of financial health). Event management: manage weekly lunch meetings and supports the Club President in achieving the meeting objectives. Supports committee meetings, trainings and events. Maintains Club records and ensures all non-profit and legal requirements are met. Provides reports to the Boards of Directors/Trustees as requested. Ensures reports are submitted to Rotary International and Rotary District. Maintains record retention schedule.

**Qualifications:**

Bachelor's Degree or equivalent relevant experience.

Knowledge of nonprofit management and board governance highly desirable.

Demonstrated ability to work with and incorporate diverse cultures, ethnicities and languages within the organization and with the community.

Prior managerial experience and ability to work in partnership with volunteers.

Familiar with the Oakland community.

Available to work variable hours.

Competent in technology including social media platforms and a variety of software including Microsoft Office, QuickBooks and Google applications.

For consideration please send your cover letter and resume to: [executivesearchorc3@gmail.com](mailto:executivesearchorc3@gmail.com).