



Administrative Manager for the RE-AMP Network

May 23, 2024

General Overview

The RE-AMP Network is a collaborative network of more than 130 nonprofits and foundations across ten Midwestern states. RE-AMP works to equitably eliminate greenhouse gas emissions in the Midwest by 2050.

Our mission is to set collective strategy and enable collaboration on climate solutions in the Midwest. We envision a Midwest in which we all have access to the energy we need to live, move, work and play; and where we produce and use it in an equitable and just way that protects our health, wellbeing and environment. We work to create a Midwest where those who are most impacted from energy production and consumption are centered in those decisions.

Position Overview

The RE-AMP Network seeks a full-time Administrative Manager. We're seeking a highly organized self-starter with experience in nonprofit finance and administration. The Administrative Manager will support RE-AMP's operations and internal needs including accounts payable, accounts receivable, financial reporting, grants management, meeting planning, and other administrative needs. This position will report to RE-AMP's Chief Executive Officer (CEO).

- **Administrative support:** This position will support the meeting logistics of small group convenings like staff retreats, steering committee meetings, and peer learning circles. They will also need to be comfortable utilizing a database (CIVI CRM) and other technology systems such Microsoft Suite, Canva, and Wordpress.
- **Finance management:** This position will be responsible for managing our accounts payable and accounts receivable, and working with RE-AMP's CEO on budgeting, cashflow projections, and financial reporting.
- **Grants management:** RE-AMP is an intermediary funder, meaning we both receive grants and provide grants to member organizations. This position will support the CEO in preparing grant agreements for our grant payables, tracking report due dates, tracking restricted funding and expenses, gathering information for grant reports, and helping prepare information for grant proposals.

This is a remote position that may be located anywhere in the ten state RE-AMP region, which covers Illinois, Indiana, Iowa, Kansas, Michigan, Minnesota, North Dakota, Ohio, South Dakota, and Wisconsin. Some travel is required.

Compensation

The compensation range for this position is \$53,000 - \$62,000. Exact offer will depend on experience. Compensation package includes health care, dental, and generous paid time off, including sick time, holidays, and three weeks other paid time off for first-year employees.

Qualifications:

- Experience with accounting practices and systems
- Comfortable using Quickbooks or other financial management platform
- Adept at learning new systems
- Strong organizational skills
- Excellent interpersonal skills
- Ability to work independently within a team
- Love of learning
- Meeting planning experience
- Experience working in the nonprofit sector

Preferred

- Grant management experience

If interested, please send cover letter and resume to info@reamp.org. Applications will be accepted on a rolling basis until the position is filled.

RE-AMP is an equal opportunity employer, and we value having staff who come from communities that are most impacted by the issues we work on. We especially encourage Black, Indigenous, and other People of Color, LGBTQ people, transgender and gender non-conforming people, and people with disabilities to apply.