



Yankee Institute is seeking a full-time Office Manager in Wethersfield, CT. The position will play an integral role in the organizational strength of the institute.

Yankee Institute is the eyes, ears, and voice for hard-working people who want a prosperous Connecticut. Our common-sense solutions drive positive legislative results to strengthen our communities and build a vibrant, hopeful future. We develop and advance free-market, limited-government solutions in Connecticut. As one of America's oldest state-based think tanks, Yankee Institute is committed to empowering the people of Connecticut to forge a brighter future for themselves and their families.

This position is ideal for candidates who are self-motivated, trustworthy, and enjoy planning and organizing. This position will work directly with the COO and the Development Director.

Responsibilities:

- Oversee day-to-day operations of the office, address general inquiries and provide administrative support.
- Record and reconcile financial transactions for accounts payable and receivable.
- Prepare and maintain financial statements and ensure compliance with state/federal requirements.
- Record donations in the organization's CRM platform, Salesforce.
- Prepare and send donation acknowledgement letters to donors.
- Work with outside vendors for events.
- Serve as the primary point of contact for staff, vendors, and donors regarding administrative matters.

Qualifications:

- Strong organizational, communication, and time management skills.
- Proficiency in QuickBooks, Microsoft Office Suite, Experience with Salesforce a plus.
- Ability to multitask, prioritize, and work with a collaborative team.

Benefits:

- Competitive salary based on experience.
- Paid time off.
- Health insurance
- Dental & Vision insurance
- 401(k) matching

Job Type: Fulltime

Salary Range: \$50,000-\$57,000/year

Schedule:

- 9am-5pm Mon – Fri at our office in Wethersfield.

To apply, please send a cover letter and copy of your resume to Matthew Fox at Jobs@YankeeInstitute.org. While we thank all applicants for their interest in this position, we are only able to contact those whom we are considering for an interview. No telephone calls, please.