

Administrative Manager

REPORTS TO: CEO

SUPERVISORY ROLE: No

SALARY RANGE: \$50,000 – \$65,000

About Atlas Community Studios

Atlas Community Studios (“Atlas”) is a woman- and minority-owned firm fueled by creative problem-solvers and capacity builders committed to advancing the economic prosperity of communities nationwide. Our mission is to inspire action and advance and support the development of communities. We partner with people and places to add capacity and deliver much-needed support to create more empowered and resilient communities. Atlas specializes in economic and community development with an emphasis on project implementation and the pre-development work needed to be implementation-ready, including research, planning, funding strategies, grant writing, and advocacy. We've had the privilege of working with various client partners, including local governments, nonprofits, community organizations, universities, and federal and state agencies. Our team's portfolio includes over 75 action-oriented plans and technical assistance provided in communities across 29 states.

Position Overview

The **Administrative Manager** is a key operations and logistics partner to the CEO and broader team, ensuring smooth day-to-day operations of the firm. This role will provide high-level administrative support, manage systems and tools, and coordinate internal processes across the business. A qualified candidate is someone who:

- Thrives on **organizing people, projects, and systems** to keep everything running smoothly.
- Loves a well-structured folder, checklist, or Standard Operating Procedure (SOP) and finds satisfaction in **keeping things on track**.
- Can **juggle multiple tasks** without dropping the ball—and knows how to ask for help when needed.
- Wants to contribute to a **mission-driven**, tight-knit team that values quality, trust, and impact.
- Communicates clearly, follows through consistently, and **pays attention to details**.
- Feels comfortable learning new tools and navigating ambiguity with **curiosity** and calm.

continued on the next page →

- Likes working behind the scenes to make things happen and takes pride in being **dependable and resourceful**.
- Is capable of supporting a busy executive—managing schedules, **anticipating needs**, and handling sensitive information with discretion and impact.

A NOTE ON QUALIFICATIONS & SKILLS

We're committed to building a team that brings diverse perspectives, experiences, and strengths to our work. We value what you can do over where or how you've done it, and we recognize that skills can be developed in many different ways. While no candidate is expected to have every skill listed, the above strengths tend to support success in this role.

Key Responsibilities

The position of Administrative Manager includes, but is not limited to, the following day-to-day responsibilities:

Administration & Operations

- Provide direct administrative support to the CEO, including Google calendar management, travel coordination, Concur expense reporting, and meeting logistics.
- Use SAP Concur and QuickBooks Online to process reimbursements and accounts payable and manage client invoicing and reconciliation in collaboration with the CEO.
- Maintain company-wide invoicing and revenue-tracking spreadsheets.
- Pay vendor bills and subcontractor invoices using our online banking platform.
- Assist Operations Director with organizing and maintaining internal systems, including Google Drive and Asana.
- Assist with onboarding/offboarding team members and subcontractors when requested.
- Participate and take meeting notes, track action items, and ensure follow-up by team members.

Business Development Support

- Support administrative tasks related to business development, including tracking business development leads (i.e., RFPs), scheduling discovery calls, and managing follow-up.
- Support social media content planning with the Operations Director when requested.

continued on the next page →

Strategic Planning Support

- Provide behind-the-scenes coordination for strategic planning projects, including tracking project milestones and flagging risks in Asana when necessary.
- Proofread presentations, reports, and deliverables when requested.
- Assist with event logistics for virtual and in-person sessions.

Grant Writing & Management Support

- Monitor grant deadlines, tasks, and documentation.
- Maintain grant-related Asana boards and coordinate internal task assignments.
- Assist with collecting letters of support and required attachments.
- Support post-award compliance documentation and reporting.

Federal Lobbying Support

- Support advocacy and lobbying activities by scheduling meetings with congressional offices and federal agencies when requested and coordinating client travel, meal reservations, and itineraries for DC fly-ins.
- Maintain a calendar of federal compliance deadlines and file reports for Atlas and CEO.
- Support the development of earmark and programmatic request materials.
- Track federal appropriations updates and maintain stakeholder database in PoliticoPro.
- Compile and maintain earmark guidelines and funded projects documentation.

Location & Travel

While our headquarters is in Washington, DC, our entire team works remotely; this position has no location requirements. This is a **100% remote position with minimal expectation of travel** (approximately 5%). More specifically, this position requires occasional travel for team retreats and to provide administrative support to the CEO, which typically includes overnight stays. Travel is planned and coordinated based on the team's availability. All travel expenses are covered per our company travel policy.

Compensation & Benefits

This is a full-time position with a starting salary range of **\$50,000-65,000**. In addition, Atlas offers a comprehensive benefits package, including:

- Generous holiday time off (includes all federal holidays and company-wide end-of-year PTO)
- Responsible and required PTO

continued on the next page →

- 100% medical coverage for employees
- Vision and dental insurance
- Short- and long-term disability insurance
- 401(k) with up to a 4% match, fully-vested on day one
- Paid parental leave
- Life insurance
- Profit-sharing bonuses
- Professional development opportunities
- Flexible work schedules
- Mission-driven, collaborative team culture

Commitment to DEI

We understand that people (and communities) are more resilient when everyone has a seat at the table and feels empowered to create change. Atlas is proud to have a diverse team. We are committed to providing an inclusive and welcoming environment for all staff, subcontractors, vendors, and clients.

To Apply

Visit atlastudios.com/careers for more information and to apply.

The application process is designed to reduce hiring bias.

- Complete the short questionnaire on our website and upload your resume. All personal and identifying information will be redacted by an individual not involved in the hiring process prior to review.
- Applications will be scored using a pre-determined rubric, and selected applicants will participate in a 45-minute interview with two team members.
- Interviews will be scored using a pre-determined rubric, and selected applicants will have a final interview with our CEO.

We appreciate every applicant's time and interest in the position, and we will contact each candidate regarding the outcome of their application.

✉ hello@atlastudios.com

🌐 atlastudios.com

📷 **f in** @atlastudios