

ELIZABETH F.
GAMBLE GARDEN
HISTORIC HOME & GARDEN

JOB OPPORTUNITY: OFFICE MANAGER

Job Title: Office Manager
Reports To: Executive Director
Location: Elizabeth F. Gamble Garden, 1431 Waverley St., Palo Alto, CA 94301
Schedule: Full-time, Exempt, 40 hours/week (occasional nights/weekends)

About Gamble Garden

Elizabeth F. Gamble Garden is a 501(c)(3) nonprofit historic home and 2.5-acre public garden in Old Palo Alto. Our mission is to maintain and enhance the property as a community resource for horticultural education, inspiration, and enjoyment. Gamble Garden offers free access to the garden, a robust volunteer program, educational classes, events, and rental opportunities for the community. Gamble Garden is supported by a small professional staff, an engaged board, and an active volunteer community.

Position Summary

Gamble Garden is looking for an organized, approachable and reliable Office Manager to keep day-to-day operations running smoothly. This role is at the center of the organization, supporting staff, volunteers, and the public while working closely with the Executive Director and senior staff.

You'll juggle a variety of administrative, coordination and communication tasks, often at the same time. The right person enjoys being helpful, staying organized and making sure details don't fall through the cracks. This is a great role for someone who likes being the go-to person and takes pride in creating a well-run, beautiful and welcoming environment.

Key Responsibilities

Administrative & Office Operations:

- Oversee and coordinate the Receptionist, Assistant, and office volunteers to ensure excellence and accuracy in responding to general inquiries (in-person, phone, email).
- Create and maintain organized, well-functioning office systems that support staff communication, scheduling, and daily operations

Volunteer & Committee Management:

- Ensure volunteer and committee records are kept accurate and current in eTapestry
- Facilitate onboarding, training, and communications for volunteers and committees.
- Support committees in planning and executing initiatives.

Events & Program Support:

- Oversee logistics for classes, workshops, and special events.
- Ensure events run smoothly by coordinating volunteers, vendors, and staff on the day of
- Support planning and execution of Gamble Garden's major fundraisers, including Winter Festival and Spring Tour, and other donor events.

Membership & Development Support:

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- Support a positive donor and member experience by processing gifts, renewals, and acknowledgments with care
- Prepare clear, timely reports for staff, leadership, and committees
- Help keep donors and members informed through thoughtful, accurate communications

Facility Coordination:

- Work with Facilities Manager to ensure spaces are event-ready.
- Support set-up, breakdown, and vendor coordination for rentals and programs.

Qualifications

- 3-5 years experience in nonprofit administration, database management, or office management preferred.
- Proficiency with eTapestry (or similar donor database), Google Workspace, and general office technology.
- Strong organizational skills, attention to detail, and ability to manage multiple priorities.
- Experience in a small nonprofit or volunteer-driven organization is a plus.
- Clear, professional written and verbal communication skills.
- Friendly, approachable, and proactive in solving problems.

Key Competencies

- Strong decision-making and judgment in a fast-paced environment.
- Flexibility to adapt to changing priorities and needs.
- Ability to work independently while collaborating across multiple teams.
- Data integrity and accuracy in managing database systems and reports.

Physical Requirements

- Ability to lift up to 25 pounds occasionally.
- Work is primarily indoors, with occasional outdoor exposure during events.

Compensation

\$70,304 - \$75,000 (commensurate with experience and qualifications)

Benefits: Health insurance (medical, dental), 11 paid holidays, Paid Time Off, 403b.

To Apply

[Apply here](#). Applications will be reviewed on a rolling basis with a goal to fill the position as soon as possible. There will be 3 interviews as well as a short hiring exercise onsite. A structured transition and cross-training period will be provided by the departing Office Manager.

Elizabeth F. Gamble Garden is an Equal Opportunity Employer. We do not discriminate based on race, color, religion, sex, national origin, age, disability, veteran status, or any other protected status under applicable laws.