



# Animal Welfare Institute

1951–2026 • Celebrating 75 Years

900 PENNSYLVANIA AVENUE SE • WASHINGTON, DC 20003  
202-337-2332 • AWIONLINE.ORG

## Office Manager

\$62,000–\$75,000 per year to start, plus generous benefits

Permanent, Full-Time | Washington, DC Based

Expected Start: May 2026

The Animal Welfare Institute—a DC-based national advocacy organization dedicated to alleviating animal suffering caused by people—seeks to hire an Office Manager who shares our vision of a world where treatment of animals is rooted in dignity and compassion.

**About AWI:** As a member of the AWI team, you will join more than 35 highly motivated staff and consultants working in our headquarters in Washington, DC, and remotely across the United States and Canada. For 75 years, we have advanced our mission through strategically crafted political and legal advocacy, educational programs, litigation, research, and engagement with policymakers, scientists, industry, educators, other NGOs, the media, and the public. We are a national nonprofit with international reach, dedicating more than 90 percent of our budget to programs and campaigns that protect animals everywhere: in agriculture, in commerce, in our homes and communities, in research, and in the wild. AWI is committed to fostering a culture of inclusivity that embraces a variety of diverse perspectives and experiences where all employees can bring their best selves to work.

**Why this position matters:** AWI is seeking a customer-service-focused Office Manager who can ensure the smooth, effective, and efficient operation of our organization. You will juggle a varied portfolio, including IT support, vendor relationships, building maintenance, inventory management, tenant needs, events planning and logistics, program and donor relations support, and reception duties to orchestrate a well-functioning and reliable working environment. The Office Manager serves as a key cog in the organization and a go-to resource for all staff, consultants, and visitors. The person who fills this important position is passionate about AWI's mission to prevent animal suffering and protect wildlife and is committed to creating a healthy work culture of belonging and to maintaining the highest standards of professional conduct.

### You could be our next Office Manager if you:

- Are a jack-of-all-trades, organized implementer and communicator who works calmly under pressure
- Have 3–5 years of progressive workplace-based experience in office management, nonprofit administration/operations, logistics, or similar
- Have experience managing an organization's internal IT operations, including coordinating with external consultants, and are proficient in Microsoft 365 back-end administration
- Are comfortable with detail-oriented, data-driven tasks and can tailor your work based on context and audience
- Bring a strong customer-driven mindset and are the person people come to when they have a problem
- Are flexible and adaptable, able to work concurrently on multiple projects as well as implement direction and feedback from multiple people
- Recognize the importance of “back office” operations and take pride in providing administrative support to the organization

### What you'll be doing:

- *IT & Technical Support*
  - Provide front-line IT and helpdesk support for Office 365, Teams, Outlook, SharePoint, and related core systems
  - Manage the phone system, laptop lifecycle, and new employee tech setup

- Maintain reliable access to hardware, software, and user accounts
- **Facilities & Physical Plant**
  - Oversee building and grounds maintenance, office spaces, and equipment functionality
  - Coordinate vendor services and office machine upkeep
  - Ensure a safe, efficient, and well-maintained workplace environment
- **Tenant & Lease Administration**
  - Manage tenant relationships, leases, and building-use logistics
- **Supplies & Inventory**
  - Monitor office supplies and publication inventory
  - Fulfill publication orders and internal supply needs
  - Coordinate production and shipping of conference swag and materials
- **Meetings & Events**
  - Contribute to staff morale through well-planned staff experiences
  - Support board meetings and staff gatherings with A/V, logistics, and catering
  - Facilitate virtual and in-person meeting operations on request
- **People & Programs**
  - Coordinate intern onboarding and support
  - Assist with various programmatic datasets and online research
  - Administer Combine Federal Campaign–related tasks
  - Ensure recognition of staff for birthdays, anniversaries, and notable job achievements
  - Assist with reception and donor relations duties, including mail, calls, data entry, and visitor support

**Job Location:** While there is flexibility to occasionally work from home, the Office Manager is expected to work full-time at AWI’s headquarters (a row of converted townhouses one block from the Eastern Market Metro Station in Washington, DC) on a regular basis.

**Salary and Benefits:** The annual starting salary range is \$62,000–\$75,000. Salary is based on experience, qualifications, skills, and internal equity. The hiring range maximum is reserved for candidates with the highest qualifications and relevant experience.

We offer an excellent benefits package, including:

- 100% employer-paid medical, dental, and vision insurance
- Paid time off that includes 3 weeks vacation, 3 weeks sick leave, 5 personal days, and 12 paid holidays
- 401(k) with employer match of 5% of employee’s salary
- 12 weeks of paid parental leave following childbirth or adoption
- Support for mental wellness, including CareFirst Wellness and an Employee Assistance Program
- 100% employer-paid short-term and long-term disability benefits
- Access to reduced-rate pet insurance payable through payroll deductions
- A 1–3 month sabbatical/longevity leave opportunity after seven years of service
- Resources to attend conferences and professional development trainings
- A dog-friendly DC office, on-site parking, and access to DC Metro SmartBenefits program

**How to apply:**

- **Cover letter:** Without the use of AI tools, send us 2–3 paragraphs in an email (not attached but written in the body of the email) telling us why you are interested in this position, why you want to be a part of the AWI team, and why you are qualified. (In stating your qualifications, please provide a sense of the level of responsibility and complexity involved in your previous work.)
- **Resume:** Attach a resume.
- **Email:** Send materials to [jobs@awionline.org](mailto:jobs@awionline.org) with **Office Manager** in the subject line.
- **Timing:** First round of interviews will be taken from applications received by March 29. After this date, we will continue to accept and review applications received as needed.

*AWI is an equal opportunity employer. We are committed to employment practices that provide equal opportunities for all persons without regard to age, gender, race, color, national origin, ethnicity, sexual orientation, gender identity, disability, or any other characteristic protected by federal or state law. We encourage applications from candidates whose identities have been historically under-represented in the animal welfare movement.*