We're Hiring!

Office & HR Manager

Big Sur Marathon Foundation | Carmel, California

Position: Office & HR Manager
Reports to: Executive Director
Schedule: Full-time
Compensation: Negotiable based on experience
Location: Carmel, CA | Primarily in-office

Join Our Team!

The Big Sur Marathon Foundation (BSMF) is looking for a highly organized, resourceful, and people-oriented **Office & HR Manager** to help keep our organization running smoothly and support our growing impact in the community.

Best known for producing the iconic Big Sur International Marathon and Monterey Bay Half Marathon, BSMF is a nonprofit organization dedicated to inspiring healthy lifestyles and strengthening our community through charitable giving, meaningful programs, and memorable running experiences.

We're a small, collaborative team with a big mission, and we're looking for someone who enjoys variety, takes initiative, loves a well-organized office, and can confidently juggle everything from payroll and HR to Board meetings, vendor relationships, and special events.

If you're someone who sees what needs to be done, enjoys finding solutions, and takes pride in making things happen behind the scenes, we'd love to meet you.

What You'll Do

As our Office & HR Manager, you'll be a key member of the Foundation's administrative team, working closely with the Executive Director, staff, our Board of Directors, and contractors.

Your responsibilities will include:

Human Resources & Payroll

- Coordinate employee onboarding, benefits administration, personnel records, and HR processes.
- Manage bi-weekly payroll and maintain accurate, confidential employee records.
- Prepare and manage independent contractor agreements and related documentation.
- Help maintain HR policies, procedures, and organizational compliance.

Financial & Business Administration

- Manage Accounts Payable and Accounts Receivable, invoices, reimbursements, and financial recordkeeping using QuickBooks Online.
- Maintain accurate accounting records and assist with financial reporting and budget monitoring.
- Coordinate preparation for the annual audit and support required tax and business filings.
- Manage charitable donation acknowledgment letters and related documentation.

Office & Facility Management

- Oversee daily office operations, including phones, mail, shipping, supplies, filing systems, and equipment.
- Serve as the primary contact for property management, facility maintenance, and office vendors.
- Maintain organizational calendars, schedule meetings, and coordinate office logistics.
- Help improve administrative systems and processes to keep our growing organization organized and efficient.

Board, Events & Project Support

- Provide administrative support to our Board of Directors, including meeting coordination, BoardSpot updates, materials, and annual retreat planning.
- Lead planning and coordination of our annual Volunteer Recognition & Awards Reception.
- Support race-related administrative projects, including permitting, Events Committee materials, merchandise coordination, and special event logistics.
- Work with staff and vendors to manage assigned projects, timelines, and deliverables.

Team & Community Support

- Provide friendly, responsive customer service to runners, volunteers, donors, and community members.
- Support seasonal interns and assist with special projects across the organization.
- Be a collaborative, dependable resource for our staff and the many people who help make our events and programs possible.

What We're Looking For

We're looking for someone who is equally comfortable managing the details and seeing the bigger picture.

Our ideal candidate brings:

- 3-5+ years of experience in office management, business administration, HR, accounting support, or a related field.
- Experience with payroll, accounts payable/receivable, and financial recordkeeping.
- Strong organizational skills, exceptional attention to detail, and the ability to manage multiple priorities.
- Excellent communication, interpersonal, and customer service skills.
- Proficiency in Google Workspace, Microsoft Office, and QuickBooks Online; experience with payroll systems is a plus.
- Sound judgment, professionalism, discretion, and the ability to handle confidential information.
- A proactive, solutions-oriented mindset and a willingness to jump in wherever needed.
- Experience in a nonprofit organization or event-related environment is a plus, but not required.

Most importantly, we're looking for someone who is **dependable, collaborative, adaptable, and genuinely enjoys being part of a team.**

Why Work With Us?

At the Big Sur Marathon Foundation, you'll be part of something bigger than race day.

Our events bring thousands of runners and volunteers together each year, and the proceeds help support local nonprofit organizations, community fitness initiatives and wellness programs, and opportunities that make a lasting difference throughout Monterey County.

You'll work alongside a dedicated team, connect with an incredible community of volunteers and supporters, and play an important role in helping the Foundation continue to grow and thrive.

This is a great opportunity for someone who enjoys a dynamic work environment, values meaningful relationships, and wants their work to make a difference.

How to Apply

Please submit your resume and a brief cover letter sharing your relevant experience and why you're interested in joining the Big Sur Marathon Foundation.

Send applications to: foundation@bsim.org
Application deadline: This position is open until filled.

The 501(c)(3) Big Sur Marathon Foundation is an equal opportunity employer committed to fostering a welcoming, inclusive, and respectful workplace.