

Business Manager & Administrator

Scope: Full-Time

Compensation: \$40,000/Year (\$20/Hour)

Local Non-Profit School, Elementary – 8th Grade

Description: A local non-profit private school (Lake Oswego) seeks a highly effective Business Manager & Administrator to join our team. The ideal candidate will demonstrate honesty and integrity, be enthusiastic, a team player, natural organizer, detailed and methodical, and be comfortable working with families in a school setting. The job calls for diverse skills and tasks in promoting the business needs of our school.

Responsibilities of the Business Manager are varied and include managing administration with a primary focus on overseeing financial aspects of the organization. The business manager will oversee HR, negotiate contracts and financial aid for recipient families. Additionally, this position will assist with implementation of events and programs.

We are looking for someone who is an initiator with excellent attention to detail and who can execute projects from start to finish. Some such projects include overseeing financial aid distributions, hiring staff and negotiating contracts. In addition, the business manager will help promote the fiscal success of the school by advising on best business practices and helping to oversee the finances. The business manager will demonstrate the ability to proactively identify and implement best business practices and policies for the school.

This is a great opportunity for a candidate who aspires to play a key business leadership role in a non-profit. The school anticipates room for growth in this new position.

Responsibilities include, but are not limited to:

Business & Financial Oversight

- Create Budgets and Financial Projections
- Monitor finances, investments, financial planning
- Lead financial aid allocations process
- Review Payroll
- A/R & A/P

- Oversee financial systems
- Reconciliation & oversee bookkeeping
- Financial reporting to board of directors
- Oversee purchasing and budgeting

Human Resources

- Negotiate staff contracts and salaries
- Manage employee benefits
- Oversee hiring of contractors

Administration

- Maintain organization of office materials and records
- Maintain Salesforce and donor databases
- Support staff, teachers and volunteers with administrative needs, such as printing documents, running reports, etc.
- Oversee tuition schedule and financial aid process

Facilities

- Administer and manage various aspects of building maintenance
- Develop and implement plan for weekend and night rentals of facility
- Play key role in supporting sublease of building during summer months; negotiate tenant lease and needs

Communications and Marketing

- Assist in production of marketing material, such as ads, posters, etc.
- Manage Social media accounts to promote organization and organizational programs and foster engagement
- Ensure that website is up to date
- Update online community calendars
- Create emails and maintain email database (Constant Contact)
- Communicate with sensitivity to our families and donors

Programming

- Assist with implementation of programs, including general publicity, administration, managing ordering, and assisting staff and volunteers with set up and clean-up of events
- Assist with volunteer recruitment
- Work with program staff to ensure that details of programs are executed

- Play supportive role in fundraising events, such as an annual dinner and help manage resultant streams of revenue

Recommended Qualifications:

- Positive attitude
- Team Player
- Comfortable speaking on the phone and maintaining positive communication
- Ability to help in multiple roles
- Proficiency in Microsoft Suite, especially Excel
- Experience with Social Media and e-mail marketing platforms, particularly Constant Contact
- Familiarity with cloud-based databases (proficiency in Salesforce a plus)
- Excellent verbal and written communication skills
- Excellent Organizational Skills
- Proficiency in Quickbooks and other accounting software, as well as Microsoft Office Suite
- Keen attention to detail
- B.A. or B.S. from an accredited College or University in Business, Finance, or related field
- 2 – 5 years relevant work experience years
- Programming experience a plus

Physical Requirement: This position requires the ability to sit for long periods of computer work. It requires the ability to visually see a computer screen for extended time and type on a keyboard.

Registration with the Central Background Registry will be necessary for employment

To Apply: Please email a brief cover letter and resume to resume@maayanpdx.org