



**Position:** Business Manager

**Status:** Non-Exempt

**Position Summary:**

The National Alliance for Children's Grief is currently seeking a Business Manager to organize and coordinate processes and procedures supporting organizational effectiveness, efficiency, and safety.

The ideal candidate would be an energetic professional who is comfortable wearing multiple hats and experienced in handling a wide range of administrative and staff support related tasks. The candidate would be able to work independently with little or no supervision, be well organized, flexible and enjoy the administrative challenges of supporting an organization of diverse people. The candidate must hold anti-racist values and be dedicated to practicing from an anti-oppression lens. Bi-lingual skills would be appreciated.

**Primary Responsibilities:**

- Reports directly to the Chief Executive Officer and serves as a team member.
- Organizes operations and procedures for the organization.
- Streamlines administrative procedures.

**Key Job Responsibilities:**

- Answer and direct phone calls as needed.
- Maintain contact lists.
- Organize and schedule meetings and appointments as needed.
- Assist with management of membership data base.
- Assist in the preparation of regularly scheduled reports.
- Collect end-of-month reports from various vendors and database programs.
- Assist with ongoing website management.
- Manage orders related to books and other NACG resources.
- Assist with donor acknowledgements and correspondence.
- Point person for mailing, shipping, supplies, equipment, and errands.
- Maintain Organizational Policies and Procedures documents, as necessary.
- Maintain Employee Handbook, as necessary.
- Responsible for managing annual administration calendar.
- Manage relationships with vendors and service providers ensuring that all items are invoiced and paid on time.
- Participate actively in the planning and execution of the organization's events.
- Maintain equipment inventory records.
- Manage document retention and destruction process.
- Responsible for creating PowerPoint slides and assembling packets, as needed.
- Assist with booking travel and accommodations.
- Assist with ordering marketing items and conference supplies.

**Critical Competencies for Success:**

- Ability to work in a virtual environment and maintain accountability.
- Ability to communicate effectively, both written and verbally.
- Ability to self-start and to systematically track multiple needs and issues simultaneously.
- Ability to manage time effectively to meet deadlines.
- Ability to work collaboratively.
- Ability to be flexible and be a team player.
- Ability to maintain the highest standards of professionalism and confidentiality.

**Qualifications:**

- Bachelor's degree in business administration, communications, or a related field.
- 2-5 years of work experience in an administrative/office management role.
- Knowledge of office management responsibilities, systems, and procedures.
- Must have exceptional attention to detail.
- Strong organizational and time management skills, ability to prioritize and problem-solving skills.
- Knowledge of accounting, data and administrative management practices and procedures.
- Available to work 20 hours per week.
- Working knowledge of and ability to learn a variety of computer programs and applications.

**Preferred:**

- Bi-lingual skills.

**Working Conditions:**

The NACG conducts its business through a virtual office. The Business Manager will work from a remote, home office. Laptop computer, printer and scanner will be provided by or costs reimbursed by the NACG. He/she must expect travel at least once per year, including to The National Alliance for Children's Grief Annual Symposium.

**Reporting Relationship:**

The Business Manager reports directly to the CEO of the organization.

**Applicants should complete the on-line application.**

Questions should be directed to [vicki.jay@childrengrieve.org](mailto:vicki.jay@childrengrieve.org).