



POSITION DESCRIPTION

Title:	Director of Business & Development
Reports to:	CEO
FLSA Status:	Exempt
Salary Range:	\$40,000-\$55,000

Job Summary:

Plans, organizes, and manages financial and accounting functions, including cash management, accounts payable and receivable, general ledger, special events, budgeting, annual report preparation, audit preparation and control, financial reporting, payroll and 401K administration, insurance coverage, legal requirements, and grant records/reports.

Supports efforts to recruit/retain/develop human capital for the organization. Ensures timely compensation of employees and manages benefits. Oversees proper filing systems, creation and implementation of policies, employee handbook and all compliance requirements. Works with Human Resource Committee members, CEO, and other supervisors as needed to foster an environment where core values of the organization are instilled, practiced and reinforced.

Works closely with the CEO and Board of Directors to support the effective operation of all development activities. Search, research and write all grants for the organization, develop relationships with grant resources, maintain annual grants calendar, and file all grant reports. Works closely with program staff to implement outcome measurement strategies that adhere to grant requirements.

Office management functions, including vendor negotiations, building positive relationships with board members, donors, staff, and volunteers.

Qualifications

- Bachelor's degree from an accredited college or university in accounting, finance, business administration or a related field. Candidates with an equivalent combination of educational and professional experience may be considered.
- Thorough knowledge of budgeting and accounting practices, processes and procedures of nonprofit organizations with generally accepted accounting practices.
- Excellent communication skills, both verbal and written.
- Exceptional organizational and analytical skills.
- Experience in handling confidential records.
- Skilled and experienced with QuickBooks
- Highly skilled with Microsoft Office Suite

- A minimum of three years of progressively responsible experience managing accounting and business functions.
- Exposure and familiarity with the grant writing process
- Ability to interact professionally with Club staff, Board members, volunteers and other related agencies and vendors.
- Must have a valid driver's license and good driving record.

Preferred

- CPA certification
- Experience with Blackbaud, Donor Perfect, Greater Giving or other financial & donor management software.
- Prior HR management experience
- Grant writing experience
- Non-profit fundraising experience – Boys & Girls Club experience a plus.

Primary Responsibilities:

- Responsible for ensuring all accounting records are maintained in a manner consistent with general accounting principles, ensuring appropriate controls and compliance with generally accepted accounting practices.
- Provide management with timely reports as to financial condition and operations on both a forecasted and historical basis.
- Prepare final annual budget with the CEO for Board approval and monitor the budget regularly - recommend changes as needed to match income and expenses. Work with department heads to establish guidelines for budgeting and financial reporting procedures. Ensure departmental and program specific budgets are established and properly monitored at all levels.
- Maintain, analyze, and monitor the general ledger for all funds
- Manage the preparation and analysis of financial reports including proscribed 'standard of work' expectations from Finance Committee members
- Establish and maintain control over incoming and outgoing cash, within department procedures. Train staff in proper procedures for handling cash receipts, purchase orders, mileage/reimbursement requests and other financial components.
- Maintain contact with individuals in outside groups such as auditors, banks, investment brokers and local community foundations, so that the Boys & Girls Club of the Tri-County Area builds an image of sound professional accounting management. Also contact for vendors of benefits and general office equipment.
- Work with external auditors as needed on securing information, access to staff and analysis of any findings
- Handle all functions related to Accounts Payable, General Ledger and Accounts Receivable including entering and printing checks, printing invoices, filing, mailing and postage.
- Remain current in accounting regulations and trends.
- Attend meetings of Board of Directors, Finance Committee and Human Resources Committee in an advisory role, as requested, and serves as reporting secretary for them.
- Manage the grant renewals and reporting for all state and federal funding sources. These include but are not limited to CACFP, SFSP, WI After 3, and OJP.
- Search, research and write all grants on behalf of the organization to meet or exceed the budgeted goal.
- Maintain all donor records using donor management software. Report, maintain & reconcile accounts as needed.
- Coordinate all outcome measurements associated to allow for accurate tracking and timely reporting to all grantors and other funders.

- Have a highly visible role in the community. Presenting to foundations, services clubs, or businesses to solicit funds, present a grant proposal or educate the community about our mission.
- Ensure compliance with legal federal and state regulations.
- Work with contracted HR partner to effectively manage all internal & external functions of human resource management. These include: compensation & benefits, legal & compliance, performance management, training & development, and recruiting & staffing.
- Remain current in HR regulations and trends.
- Maintain and update all policies and employee handbooks.
- Ensures compliance with legal federal and state regulations.

Secondary Responsibilities

- Assist with cash handling at special events, as needed.
- Assist in completion of Boys & Girls Clubs of America Annual reporting and United Way proposal
- Maintain current accounting procedures manual.
- Assist CEO in monitoring and documenting progress in strategic plan
- Prepare quarterly strategic plan dashboard for Board
- Fosters a positive work culture. Promote the area of health, wellness and fitness to our membership.
- Manage workers compensation and unemployment claims.
- Assist and positively influence the leadership team in fostering a positive work culture.
- Plan, track, and monitor full-time bi-monthly staff meetings and individual training completed by all employees
- Conduct salary and benefits surveys, as needed.
- Maintain confidentiality in an appropriate manner.
- Mandated child abuse reporter.
- Manage and support all development efforts including special events.
- Any duties required to support the mission and operations of the organization.

Physical and Mental Requirements:

- Must be able to sit for long periods and work on a keyboard.
- Must be able to lift up to 50 pounds.
- Must be able to think clearly and concisely.
- Must be able to go up and down stairs.

Disclaimer:

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications, and objectives required of employees assigned to this job.

Signed by: _____

Incumbent Date

Approved by: _____

CEO Date

