

# The Community House

## Position Agreement

*"Agreement to fulfill the accountabilities of the job"*

**Job title: Business Manager**

**Reports to: Executive Director**

**Pay Rate:  
Salary**

**Type of position:  
Part-time**

**Hours: 32-36 hours/week**

**Results to be achieved by this position: How do I "fit" into CSHW?**

Your high level of performance is critical to the smooth and successful operation of The Community House. Our commitment is to consistently provide enrichment opportunities and build community spirit. You support the delivery of these results. You enable the Executive Director to efficiently and effectively support the community, maintain operations, and exceed our constituents' expectations.

**Standards for this position: How do I know I'm doing a great job?**

1. In the absence of the Exec. Dir., the CH runs smoothly and efficiently
2. Maintain cost consciousness
3. Greet every visitor and guest enthusiastically and warmly
4. Professional presentation and appearance
5. Consistent positive feedback from coworkers and constituents
6. Being on time and having excellent attendance
7. Treat visitors and coworkers with respect
8. Donor database is up to date and well organized
9. Fundraising letters are mailed and donors are acknowledged in a timely fashion
10. Keep in confidence all business and client information (written and verbal)

**Work requirements for this position: What do I do?**

- Manages all aspects of the organization's CRM –data entry, reporting, and generation of letters.
- Manages office and facility operations: property team, bookkeeping, volunteers, vendors and contractors
- Maintains monthly staff and janitorial schedule
- Maintains all records including contacts, payables, receivables, registrations, employee files
- Maintains communications with Board – generates meeting reminders and prepares board packets for all meetings
- Participates on Fundraising Committee, sends meeting reminders and keeps minutes and action items
- Provide administrative support to Executive Director and Development Director
- Facilitates all reception duties including answering phones, greeting visitors
- Manages daily the schedule of building rentals & events
- Processes mail and filing
- Copy, fax, mail, and type as needed
- Purchase office supplies, janitorial supplies and equipment
- Opens the building and office – lights on, lobby and front office open and tidy
- Attend staff meetings, board meetings and fundraising committee
- Support and attend fundraising and program related functions
- Prepare agenda, minutes and reports for Board Meetings
- Make bank delivery/deposits weekly or as needed
- Maintains petty cash
- Act as the Manager on Duty in the absence of the E.D.
- Other duties as assigned

**Other/special requirements for this position: "Intangibles"**

1. Consistently positive attitude
2. Take direction
3. Self-starter
4. Great people skills
5. Open minded and optimistic
6. Innovate- Suggest ways to make things better/more efficient

**Reviewed and agreed to by (employee):**

**Name:**

**Date:**

**Approved by (supervisor):**

**Name:**

**Date:**