



Business Manager

The vision of the Indiana Afterschool Network (IAN) is that all Indiana children and youth have access to high quality, affordable out-of-school programs that prepare them with skills to succeed in school, college, work, and life.

IAN Focus Areas

1. Increase awareness, visibility, and investment in out-of-school time
2. Increase youth access to programs
3. Strengthen quality programs and staff
4. Increase linkages between out-of-school time, education, and workforce
5. Strengthen IAN infrastructure and sustainability

Description – Business Manager

The **Business Manager** will have the opportunity to provide direct input and guidance into developing, supporting and managing a sustainable nonprofit business model. Reporting to the Vice President and working closely with the President, the Business Manager will focus on financial and office management, assisting with planning and budget development and ensuring that financial resources such as cash and debt management are properly administered. This position will also be assisting with human resource needs as the organization continues to formalize and expand.

Essential Functions

- Serve as liaison to current fiscal support organization
- Maintain record of, and process financial commitments including invoices, bills, refund checks, travel expenses and expense reports
- Coordinate office events such as open houses, meetings, responding to correspondence, checking/handling phone messages, composing documents, doing research, assisting with fliers and promotional materials, purchasing, providing feedback on, or assistance with, new projects
- Manage processing of accounts payable including expense coding and
- Manage invoicing system and provide updated data reporting to executive leadership
- Support President with 501c3 management
- Partner with contractors to build strong working relationships
- Maintain current human resource relationships while researching alternative options
- Coordinate and schedule executive board meetings, board meetings and write monthly updates
- Prioritize assignments and tasks under general direction and perform a variety of administrative duties such ordering office supplies, office food, handling phone and IT issues
- Supervise the maintenance of office equipment, including copier, fax machine, etc.
- Responsible for the day-to-day operation of facilities
- Oversee participants registration, name badges, invoicing and billing for the annual conference
- Provide support to other members of team as needed, and as schedule permits

Education, Experience and Skills

- Minimum Bachelor's Degree **and** 3 years experience in small business or nonprofit management. Experience in a similar not-for-profit organization would be a plus.
- Thinks Big. Demonstration of innovative solutions to problems
- Bookkeeping and accounting
- Creative and thoughtful about how to manage financial behavior
- Self-starter. Works well independently, but recognizes value of working with teams
- Manage time and self-initiative; able to multi-task and manage multiple priorities
- Strong verbal and written communication skills
- Detail-oriented and highly organized
- Human resources
- Ability to juggle multiple projects and meet deadlines with minimal supervision
- Ability to work independently and take initiative
- Proficient in Microsoft Office (Word, Excel, PowerPoint, Outlook)
- Possess end-to-end project management skills moving concepts through design, development, implementation and continual improvement

To Apply

Please send the following to employment@indianaafterschool.org by July 24.

1. Cover Letter
2. Professional resume
3. Salary history and expectations