Business Manager
Position Description

Background

Eagle Eye Institute is a nonprofit organization based in Western Massachusetts, with a focus in Holyoke. Our purpose is to offer learning programs/opportunities for primarily BIPOC youth to experience wellbeing, belonging, and empowerment through a relationship with nature. Our vision is a world at peace, where all people live in harmony with themselves, others and the earth.

Position Summary

Eagle Eye seeks a part-time (.5FTE) Business Manager with experience in all aspects of running a small nonprofit organization's business affairs. (Depending on candidate qualifications, this position could be combined with a Professional Development Program Coordinator role to equal a full-time position.) Our Business Manager's responsibilities will include payroll and HR, budgeting, donor management, reporting and taxes and they will work closely with our Board and Program Director to ensure that their activities are aligned with the organization's purpose and vision. The ideal candidate is passionate about Eagle Eye Institute's work and has lived experience that connects with our purpose.

Responsibilities

1. Collaborate with the Finance Committee and Board Treasurer to create, update and maintain an accurate annual organizational budget (currently under $250,000 per year with a goal of $500,000 in 5 years) that is aligned with the goals and objectives of Eagle Eye
2. Manage and maintain accurate bookkeeping using on-line QuickBooks Pro
3. Provide financial statements and reports as needed for staff, board, and committees; attend all Finance Committee meetings.
4. Work closely with staff who are grant writing and fundraising to ensure alignment between the budget, organizational goals, and specific initiatives to raise funds
5. Manage payroll, benefits, personnel records and all aspects of HR including functioning as a designated receiver of complaints related to violations of company policy or law and working with Board and staff to resolve these satisfactorily
6. Collaborate with the Board and supervisory staff to provide appropriate professional development, training and evaluation of staff
7. Work with our outside accounting firm to accurately file all organization federal and state taxes and file annual reports to maintain our status as a tax-exempt 501(c)3 non-profit organization.
8. Maintain appropriate insurance coverage for our operations
9. Ensure that the organization complies with all relevant laws; manage the review process, including compiling required documents, assisting in reviewing audited financials and 990s, and coordinating communication with financial institutions.
10. In collaboration with our Social Media Consultant and other staff and contracted consultants, maintain and improve as needed software, account information, Google Suite, and hardware belonging to the organization.

11. Update and maintain our donor management system including acknowledging donations
12. Take steps to maintain computer/cybersecurity for the organization

Skills and Qualifications

1. Bachelor's Degree in business administration, accounting or related field, or lived experience leading to the same level of proficiency
2. Minimum 3 years of experience in office/operations management, with a preference for nonprofit experience.
3. Knowledge of accounting, data management, cybersecurity and administrative practices and procedures.
4. Understanding of human resources practices and procedures.
5. Proficiency in Microsoft Office, Google Workspace, Quickbooks & Donor Management platforms.
6. Excellent written and verbal communication skills.
7. Strong organizational and planning skills with attention to detail.
8. Ability to prioritize and manage multiple projects with tight deadlines.
9. Dependability, flexibility, and creative problem-solving skills.
10. Commitment to the purpose and vision of Eagle Eye Institute
11. Dedication to social change, with active participation in Eagle Eye's racial equity work.

Supervision

The Business Manager will be trained and supervised by the Board Treasurer with input from the Program Director and other board members as appropriate.

Terms and Compensation

The Business Manager is a half-time, 20-hour-per-week position with a salary range of $23,000-$30,000 depending on experience. The position can be remote/hybrid but the candidate must live within reasonable commuting distance of Holyoke, MA and be able to attend in-person meetings and events in western Massachusetts. Eagle Eye will provide 50% of all benefits afforded to full-time employees.

How To Apply | **Application deadline is January 31, 2025.**

To apply, please submit a **resume** and a **one-page letter of interest** to Kira Jewett (kira@eagleeyei.org). In your letter, include why you are interested in the position, what you would like to gain on a personal and professional level, and why you would be a good fit for the position. Please describe the connections you see between nature and youth development.

Eagle Eye Institute is an equal opportunity employer. Employment decisions are made without discrimination to race, color, religion, national or ethnic origin, sex, sexual orientation, gender identity or expression, age, disability, protected veteran status, or other characteristics protected by law. Eagle Eye is committed to diversity, equity and inclusion in our hiring and employment practices. We encourage applicants who are underrepresented in the outdoors based on race, ethnicity, socioeconomic status, ability, age, gender identity or sexual orientation. We also encourage applicants who may not meet every listed qualification, but whose lived experience makes them valuable in the role.