

Mennonite Heritage Center Business Manager

Duties and Responsibilities

- **Financial**—The Business Manager keeps financial records and prepares all necessary reports. They are also responsible for making deposits and working with MHC's accountant on the annual audit and IRS form 990. The Business Manager prepares thank you letters for donations in coordination with the Executive Director.
- **Property Management**—The Business Manager coordinates with tenants on property needs and use of shared space. They also as secretary and primary contact for MHEP Properties. The operations manager is responsible for filing tenant vacancies as they arise and coordinates short-term rentals with Director of Events, Programs, and Volunteers.
- **Office Management**—The Business Manager is responsible for ordering office supplies and seeing that the technology needs of the Mennonite Heritage Center are met. They are also responsible for sending news releases and maintaining contact lists.
- **Membership**—The Business Manager assists the Executive Director in cultivating members and is responsible for membership mailings. The Business Manager maintains membership rolls for the Mennonite Heritage Center.
- **Special Events**—The Business Manager coordinates logistics for the Apple Butter and provides planning assistance. The Business Manager also coordinates the Whack & Roll Croquet tournament in cooperation with the Executive Director and Director of Events, Programs, and Volunteers.
- Other Duties as required

Work Schedule

This is a full time (40 hours per week) position. The Business Manager is responsible for providing regular coverage one Saturday a month. Additional weekend or evening coverage outside of usual working hours may be required in the course of special events.

Job Requirements

- A bachelor's degree in business or equivalent experience is required.
- To fulfill the needs of this position, the Business Manager needs to be familiar with bookkeeping best practices.
- The operations manager needs to have skills in organization and communication.
- The candidate should be familiar with DonorPerfect and Quickbooks or willing to learn.
- Knowledge and familiarity with Mennonites in Eastern Pennsylvania is helpful.
- Basic computer skills are essential.
- Good interpersonal and problem-solving skills
- The operations manager primarily works in an office environment. Light physical activity may be required in the course of fulfilling duties.