

Frayser CDC Business Director Job Description

Report to: Frayser CDC (FCDC) Executive Director

Supervised and evaluated by: FCDC Executive Director

Purpose of Position: Responsible for supporting FCDC operations, business centers, programs and financial management.

Full-time: 40 hours per week

Compensation: \$50,000 to \$65,000 annually (based on experience) plus benefits

Probationary Period: 60 Days

Duties:

1. Board Relations: Act as primary liaison to the Finance Committee. Collaborate with Board of Directors and FCDC staff to collect all Board meeting material and distribute as required for review and approval.
2. Financial Management: Manage all financial records and banking relationships. Manage Payroll, A/R, A/P, IRS and Vendor accounts. Assist with budget development and conduct audit preps. Maintain and develop property schedules and reporting.
3. Grant Management & Compliance: Manage, support and implement grant requirements for the organization. Prepare grant budget plans. Monitor financial restrictions of grants, gifts and contributions. Respond to inquiries, maintain records of all payments and receivables and track all grant related activities. Prepare compliance reports and reimbursement requests.
4. Insurance/Risk Management: Ensure adequate coverage for properties, Board of Directors and FCDC staff. Manage claims and minimize claims exposure. Ensure audit compliance.
5. Corporate registrations: Monitor renewals and registrations.
6. Office Management: Oversee administrative functions such as phones, computers, tech support, office supplies, mail, etc.
7. Fund Development: Assist the FCDC Executive Director and Board of Directors with fund development activities as needed.
8. Additional Duties: Monitor organization operations and ensure employees and business practices comply with regulatory and legal requirements. Develop organizational culture and promote transparency and collaboration throughout organization. Develop partnerships with company stakeholders, shareholders, industry regulators and other relevant parties. Identify and report potential risks and areas of opportunity within the organization and its environment to protect business interests. Represent the organization at social events in ways that strengthen the brand and communicate the organization's message. Assist FCDC Executive Director with Board of Directors activities as needed.

Minimum Qualifications:

Accounting or Finance degree or equivalent experience and three (3) years community and/or non-profit experience. Knowledge of accounting and bookkeeping software, Excel & Quick Books. Organized, detail-oriented and ability to work independently to meet targeted deadlines.

Email cover letter and resume to cjackson@fraysercdc.org. Subject: Business Director