

## **Job Description: Business Manager**

### Administration in Collaboration with the School Administrator and Operations Manager

- Ensure smooth operations and positive, safe work/school environment including setting up an internal organization that permits effective communication, up and down
- Meet weekly with Office Manager and School Administrator to plan tasks to achieve mutually determined goals and efficient day-to-day internal operations
- Pray for the school, students, faculty/staff, families and operations of the school
- Address discipleship/spiritual formation needs of the school
- Set up and maintain an attractive environment that is compatible with the character of the institution
- Promote harmonious and constructive relationships among parents, students, faculty, staff, administration, and Board.
- Establish standards and procedures for student admissions and dismissals and interview all prospective students and families
- Bring to the attention of the Board such matters and information as are appropriate to keep the Board fully informed to meet its responsibilities. Maintain open communication with the Board chairman to assure smooth operation
- Enforce expectations for student and staff conduct as defined in Policy

### Marketing and Public Relations

- Develop and implement a plan to promote the school and its mission for the purposes of increasing student enrollment, faculty/staff recruitment, and financial support utilizing social media as well as other means and media
- Maintain programs that contribute to relations with the local community
- Build and maintain cordial and constructive liaisons with area churches, Christian and secular non-profits (especially those serving children and families), other educational institutions (including schools to which Cornerstone students later matriculate) and associations.
- Interpret the school and its programs to the public and strive to become the personification of the institution. Act as spokesperson for the school.

### Fund Raising

- Propose realistic goals for annual, capital, and deferred giving programs
- Coordinate fundraising efforts and events, seeking to find points of entry for prospective donors from all economic backgrounds. Cultivate long-term relationships with the school.
- Plan and direct fundraising efforts that include one-time and regular gift-giving opportunities; grant-seeking and application; and partnerships with churches, businesses and other non-profits.
- Become personally involved in the cultivation and solicitation of major prospects, as needed.
- Advise the Board with respect to fundraising needs and plans.

### Finance

- Establish the budget and procedures/reports needed for effective communication of the financial situation
- Take responsibility for all aspects of Accounts Receivable and Accounts Payable
- Build positive relationships with vendors.
- Spearhead cost-saving and revenue enhancing strategies.
- Manage cashflow and balance all bank accounts monthly

- Ensure that all financial and legal reports are completed and submitted to reporting agencies in a timely manner

#### Qualifications and Requirements

- A mature Christian who demonstrates living in relationship with Christ, passionate love for the Lord, a desire to serve in educational ministries, and accepts the Statement of Faith
- College degree in business, marketing, finance or related field
- Minimum of 3 years of leadership experience demonstrating skills required to manage the financial and promotional needs of the school
- Demonstrated ability to manage multiple priorities, be responsive to time constraints and work collaboratively as part of a management team.
- Excellent written, verbal and interpersonal communication skills
- Exceptional people skills; good interpersonal ability; capacity to build and maintain close relationships and engender trust with a wide range of constituents
- Integrity above reproach
- Strong work ethic