**CASA/Family Systems-Edisto Children’s Center**

[**www.casafamilysystems.com**](http://www.casafamilysystems.com)

**Business Manager**

*The Business Manager responsibilities include planning and implementing grant programs fiscal requirements from its application to approval and utilization.*

*In all, they are familiar with all agency processes, budgets, grant requirements and how it relates to the overall mission of the organization. Major responsibility for compliance and grant reporting. The Business Manager is a part of the Chief Operating Officer’s leadership team.*

*The Business Manager is responsible for the overall fiscal reimbursement and office processes and make sure to communicate monthly to the Chief Executive Officer and Chief Operating Officer clear methodological and analytical approaches of the financial and operational needs of the grants.*

**Duties and Responsibilities**

* Managing and supporting the grants requirement and implementation for the organization.
* Identify and develop strategies to optimize the grants administration process.
* Perform relevant research to identify available grant opportunities and evaluate the results.
* Directly involved in grant writing by coordinating with the Chief Operating Officer.
* Research for effective and authentic funding opportunities having a lawful registration and proven track record.
* Oversee if the grants are implemented according to the operational and financial needs of the organization.
* Keep the relevant staff informed about upcoming deadlines and deliverables, thereby ensuring smooth completion of work responsibilities
* Oversee if other grant staff (coordinators, writers and administrators) is complying with their job responsibilities and reporting the findings to the Chief Operating Officer.
* Oversee the job of invoicing, accounting, reporting, and other administrative functions to ensure successful execution of grant process.
* Prepare financial or budget plans and allocation along with the planning and finance department in accordance with each requirement.
* Analyze the budget trends and make recommendations for cost control and reduction for various grants.
* Provide detailed reports to the funders, CEO, and COO with respect to the organization's progress.
* Monitor paperwork and other related documents connected with grant-funded programs
* Maintain records of all payments and receivables and prepare monthly records for all grant related activities.
* Provide training to the new staff on grants management and reporting requirements.

**Essential Skills and Abilities**

* Excellent project management skills with experience in managing and supervising administrative projects.
* Possess excellent organizational skills.
* Strong command over written and verbal communication.
* Excellent interpersonal and presentation skills.
* Good understanding of the organization's overall business and its objectives.
* Possess good knowledge of planning and strategizing financial and budgeting issues.
* Ability to work within a team and provide support to the junior staff.
* Ability to perform in cross-functional team approach and job responsibilities.
* Experience with basic financial management skills including developing and monitoring budgets and financial reporting.
* A multi-tasker with strong ability to work under pressure.
* Ability to prioritize work, meet deadlines and produce quality results on time with attention to detail.
* Proficient in using computers with related knowledge of software programs and Internet.

**Educational Requirements**

The minimum educational qualification required is a bachelor’s degree with at least five years of office management and business experience. A master's degree in business administration is preferred. Experience managing an office, accounting knowledge and/or certifications from recognized institutes with specialized courses in grants management is a plus.

**Salary Details**

This full-time position has a starting salary of $40,000 with benefits.

Please email resume’s and cover letters to the Chief Operating Officer

lafurtick@casafamilysystems.com

Resumes and cover letters will be accepted until Friday, February 5, 2021.