



## **Job Description**

**Title:** Business Manager

**Type:** Full Time Exempt

**Reports to:** Executive Director of 6 Stones Mission Network

**Direct Reports:** Development Coordinator and StoryTeller

**Work Description:** The requires initiative, discretion, knowledge of assigned areas and projects, coordination of activities and effective development and delivery of project work.

### **Duties:**

1. Coordinate assigned projects within the timeline requirements with special attention to project development, team development, correspondence and regular updates.
2. Work well within a team environment in order to develop plans, projects and ministry teams with our staff and with our coalition of partnering churches and other stakeholders.
3. Develop and oversee training projects and workshops.
4. Perform collaborative planning and decision-making with 6 Stones staff, ministry teams, and volunteers.
5. Coordinate, develop and oversee any additional assigned projects.

### **Responsibilities:**

1. Oversee Information Technologies.
2. Oversee Financial and Accounting processes. Working with staff, consultants, contractors and auditors to ensure accurate and current reporting, planning and accountability.
3. Lead Budgeting process with Staff and Finance Committee.
4. Interface with the Banking processes and personnel.

5. Oversee Donor Software, working with staff to support Donor Development, Reporting and Tracking.
6. Develop and maintain Registration Processes of events for both volunteers and clients.
7. Oversee all Social Media and the Web presence.
8. Oversee Human Resources and Payroll. Develop and administer plans and procedures.
9. Coordinate Purchasing management.
10. Manage volunteers to help on phones and front desk.
11. Manage vehicles.
12. Maintain documents, by-laws, Board meeting, etc.
13. Lead by example in personal evangelism.

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Employee's Signature

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Date