



Position Announcement

Business Manager

Rose City Philanthropy partners with nonprofit and government organizations to create enduring assets that transform lives, families, and communities. We combine over 40 years of resource development expertise and forward-thinking fundraising practices as we work alongside our clients to create the change that they want to see in the world. Rose City Philanthropy is seeking a part-time Business Manager to join our team at an exciting time of strategic organizational growth and implementation. Please learn more about Rose City Philanthropy, by visiting our website www.rosecityphilanthropy.com

AN OPPORTUNITY TO EXCEL: Rose City Philanthropy values the contributions, ideas, voices, aspirations, and lived and professional experience that our team members bring to the table. We foster a culture of learning and growth and strive to create a company where employees have opportunities for professional development and advancement.

WHO WE ARE LOOKING FOR: Rose City Philanthropy is seeking a highly motivated professional with a proven track record of administrative success to join our dedicated, mission-driven team. Leading the administrative activities of the organization, and supporting our consultants, the ideal candidate will have excellent follow-through, time management, and communication skills. They will thrive in a highly collaborative and technology-forward work environment.

The Business Manager has the primary responsibility for developing, implementing, and documenting operational processes and supporting a variety of consultants working on diverse projects. Ideal candidates will be flexible, creative problem solvers who are forward-thinking and able to work autonomously in a dynamic, growing organization.

Title: Business Manager

Reports To: Senior Partners

Benefits: 401k with employer match, employer paid wellness stipend, generous vacation and one paid week company closure each year; training budget, company provided desktop computer.

Location: Remote with occasional in person meetings; Portland area preferred

Commitment: Part-time exempt, flexible schedule, occasional nights/weekends

Salary: \$25.00/hour; estimated 20 hours per week

Application Deadline: 5 PM May 24, 2023

Description Of Duties

- Assist RCP Team with contract requirements to ensure consistent quality deliverables to our clients.
- Work with consultants to draft professional documents, spreadsheets and presentations for clients and provide support for Rose City Philanthropy templates, reports, tailored letters and proposals.
- Schedule meetings, conference and video calls, manage company calendar.
- Manage preparation of client reports, including formatting and managing timeframe for completion.
- Provide basic research utilizing the company subscriptions to Foundation Directory online and DonorSearch. Assist clients with preparing lists for prospect screening.
- Prepare client agendas, minutes and facilitate the tracking and disbursement of final client documents.
- Oversee the administrative function of Rose City Philanthropy Google drive to ensure optimal use and access.
- Provide client and associate support as needed.

Facilitate Sales Processes

- Take incoming inquiries and record notes from prospective client meetings, explaining general services of Rose City Philanthropy and promptly communicate to the partners for follow up.
- Manage database (ActiveCampaign) documenting meeting notes, tracking follow ups and touch points with each prospective client.
- Prepare proposals, contracts, and conduct onboarding and offboarding for clients.
- Manage documentation of processes to support lines of service.
- Coordinate direct mail and email marketing projects.

Facilitate Business Processes

- Send client invoices.
- Prepare and manage subcontract agreements for Associates.
- Order printed materials and supplies and trade show items as needed.
- Assist in onboarding team members using the Gusto platform and employee handbook

Qualities and Qualifications

- At least 2+ years in similar experience through combined or separate roles in prior organizations
- Demonstrated mastery of Microsoft Office and Google Suite
- Demonstrated proficiency with data entry
- Demonstrated proficiency with web-based software packages, willingness to learn Project management software
- Demonstrated proficiency with cloud based scheduling
- Excellent customer service and interpersonal skills
- Proficient in proofreading and document drafting
- Possess a strong work ethic and the desire to aid the company in its growth
- Effective communication and interaction, verbal and written with diverse groups of people; emotional and cultural intelligence
- Track record of successfully working in a virtual office setting with regular daily office hours with the ability to work independently and complete tasks within deadline
- Dedicated space for a desktop computer

Successful Candidates Will:

- Possess personal qualities of integrity, credibility, and resourcefulness
- Maintain the highest ethical fundraising standards
- Exhibit commitment to racial, economic, and cultural equity
- Enthusiastically embrace working in a collaborative environment with many moving parts

The first round of applications will be reviewed May 24, 2023.

To Apply: please submit your resumé and a cover letter describing your interest in Rose City Philanthropy’s mission and how your professional experience has prepared you for this position via a Word or PDF attachment to Lara@rosecityphilanthropy.com

Please format the subject line of your email with your last name followed by the position.
Example: “Miller_ RCP Business Manager”

Rose City Philanthropy is an equal-opportunity employer and is committed to expanding the diversity of our team. Women, BIPOC, gender non-conforming, people with disabilities, veterans and members of the LGBTQIA(+) community are strongly encouraged to apply.

Thank you for exploring the possibilities with us!