



Position Title: Business & Projects Manager

Work Location: Raleigh, NC

Compensation: Salary commensurate with experience, benefit stipend included.

Position Summary: The Business & Projects Manager will be responsible for the day-to-day business operations and assigned to programs and projects as needed for the Raleigh Wake Partnership to End and Prevent Homelessness (Partnership). This position is permanent, full-time and reports to the Executive Director.

Essential Duties and Responsibilities:

A 50/50 time split is expected between Business Operations/Management and Projects.

The Business & Projects Manager will strive to implement the Partnership's priorities, established by the Board of Directors, for the current year:

- With the City of Raleigh and Wake County, implement a homeless prevention and rapid re-housing strategy.
- Monitor and advocate for coordinated assessment.
- Foster new initiatives to strengthen collaborative partnerships among member agencies and the community that will bring successful outcomes for housing and needed support.
- Coordinate Board development.

The Business & Projects Manager will implement a work plan as outlined:

Business Operations/Management:

- Board Meeting Scheduling and Management
- Membership Meeting Scheduling and Management
- Prepare meeting minutes and disseminate for the Board and Membership and other Work Groups/Task Forces as requested.
- Assist the Executive Director and HMIS team in communication efforts including social media, website and written materials.
- Assist the Executive Director in the oversight of Interns.

- **Business Management & Accounting:**

- Manage Bank Account transactions and monthly cross-reference with Quickbooks
- Manage all Vendor accounts
- Reconcile credit card statements monthly
- Go to the PO Box 2- 3x per week
- Purchase office supplies
- Prepare and Submit Federal Tax form 990 every quarter along with the Executive Director, Board Treasurer and 3rd Party CPA firm
- Coordinate Audit with 3rd Party CPA firm.
- Prepare biweekly Payroll
- Oversee invoicing of Members annually

Project Management:

- **Public Relations & Marketing:** Press Releases Preparation, Organizational Literature, Business Cards, Web Site Maintenance, General Organizational Inquiries.
- **Board relations:** Attend Board meetings and provide regular updates to the Partnership on key programs, developments, and opportunities.

Required Qualifications:

- Bachelor's degree or equivalent in related field, preferred.
- Experience in the homeless services sector preferred.
- Strong Organizational Skills required.
- Strong Oral and Written Skills required.

About the Partnership

The Partnership leads community efforts such as The Oak City Outreach Center and is working with the City of Raleigh and Wake County in the development of a new multiservice/coordinated entry facility as part of the local effort at systemic change in the way homeless services are being delivered in Wake County.

Salary

Maximum salary is \$30,000. Additional stipend for health insurance provided.

To Apply:

Please send your resume and cover letter to info@endhomelessnesswake.org
This posting will remain open until filled.

Job Posting Date: January 18, 2017