



<b>Title</b>	Business Manager		
<b>Location:</b>	Eden Prairie, Minnesota	<b>Travel Required:</b>	Up to 10%
<b>Level/Salary Range:</b>	TBD	<b>Position Type:</b>	FTE

**ROLE AND RESPONSIBILITIES**

The Business Manager’s primary responsibility is oversight and management of activities serving the operational and financial objectives of the Star Legacy Foundation.

Specific activities may include, but are not limited to the following:

- Contracts and purchasing
- Store management
- Payroll
- Website management
- Accounting
- Invoicing and accounts payable
- Registrations and licenses
- Assist with audits
- Policies and procedures
- Operational program assistance
- Grant writing
- Grant management
- Submit required reports and documentation
- Other activities to support the mission and success of Star Legacy Foundation

**QUALIFICATIONS AND EDUCATION REQUIREMENTS**

- Bachelor’s degree in business, non-profit management, or related field
- Committed to the mission of the Star Legacy Foundation
- Experience non-profit management preferred
- Ability to connect with people and establish working relationships
- Embraces teamwork
- Organized, responsible, and detail-oriented
- Understanding of and commitment to confidentiality
- Excellent communication skills
- Computer skills including Word, Excel, PowerPoint
- Experience with Neon CRM and WordPress website management preferred
- Self-starter with the ability to work and meet objectives independently

**SUPERVISOR**

The Business Manager will report to the Executive Director.