



Title: Business and Finance Manager
Location: Seattle, WA
Reports To: Deputy Director

Position Summary

The Business and Finance Manager is responsible for the financial management and day-to-day operations of Wild Washington. This position supports development, communications, and conservation staff through database expertise, budget management, office administration, and logistics coordination for our annual fundraising gala, Wild Night Out. The Business Manager serves as the central knowledge base and gatekeeper with respect to the organization's CRM Salsa database. This position reports to the Deputy Director. .

Key Job Responsibilities

Financial Management – 40%

- Work with Executive Director and Finance Committee to develop an annual budget.
- Review and approve expenditures monthly and track them against the approved budget.
- Work with and supervise bookkeeper to produce monthly financial reports and other dashboards as needed for review by staff leadership and board.
- Develop monthly restricted revenue reports and work with the Deputy Director to track unrestricted revenue.
- Serve with the Executive Director as staff for the Finance Committee. Work with Finance Committee Chair to set committee agendas and develop supporting documents for the committee and board.
- Prepare check, cash and other deposits for bookkeeper. Ensure all revenue is deposited every weekly and grant paperwork is signed.
- Coordinate financial statement review/audit.
- Ensure compliance with federal, state, and local tax and charitable reporting.
- Monitor and seek out opportunities for tax and other public incentive programs.

Database Management and Gift Processing – 25%

- Maintain mastery of Salsa database and leverage this resource to benefit all programs and outreach efforts. Manage upkeep of donor database, ensuring consistent and accurate entries.
- Maintain, promote, and document best practices and policies associated with donor and volunteer data management.
- Process donations including data entry, sending donor receipt/thank you, and preparing deposits.
- Track large donations, corporate gifts and grants. Report to the appropriate program manager as received. Track and manage any follow up required, including acknowledgments, deliverables, and reporting deadlines.

- Work with Deputy Director to generate reports to track fundraising campaigns, advocacy campaigns, and overall donor retention and growth.
- Work with staff to provide lists for membership appeals, event invitations or other program-related queries.

Grant Development and Management - 10%

- Support Executive Director in managing timelines and submission and reporting requirements for grants.
- Identify new grant opportunities for the organization.
- Work with Executive Director to write and submit grants, with a particular focus on funders outside of the conservation arena.
- Manage and administer grants with state/federal agencies.

Annual Auction Coordination and Support – 10%

- Procure auction items.
- Set up database and ticket page for event.
- Manage and document night-of logistics, including bid sheets and visuals.
- Partner with Development Director on post-event analysis.

Administrative Support – 15%

- Serve as staff lead for the Technology Committee to manage IT infrastructure as needed to ensure the organization has the capacity to execute its mission, including email and database accounts, web site hosting and email distribution.
- Maintain personnel files and work to update personnel handbook.
- Manage employee onboarding and benefits administration in compliance with local, state and federal laws.

Knowledge, Skills and Abilities

Washington Wild recognizes the full range of a person's lived and learned experience, professional background, volunteer experience, and direct and transferable skills. The Business Manager should present a compelling combination of demonstrated experience and skills in the following areas:

- A passion for wilderness conservation, public lands and the environmental issues that inform Washington Wild's work;
- At least 3+ years of related experience with office/administrative support, bookkeeping and financial management, and data entry;
- Understanding of basic bookkeeping processes, budgeting and financial reporting;
- Ability to work on multiple tasks simultaneously as needed; to reprioritize according to emergent demands;
- Well-organized, thorough and attentive to detail;
- Communicative, collaborative, pro-active and self-directed; and
- Proficiency Word, Excel, PowerPoint, publisher, outlook and databases

Other duties may be assigned. This is a full-time, salaried non-exempt position with a salary range of \$49,000 - \$53,000 based on experience. Benefits include monthly medical stipend, opportunity to join our retirement savings program with a 3% match, and vacation, holiday, and sick time off. Washington Wild offers a flexible work schedule.

This job requires extensive computer work. Candidate must be able to drive and to carry heavy loads up to 50 pounds. At times, evening and weekend work will be required.

Washington Wild strives to be inclusive in the work that we do and in the kind of organization we are. We value different points of view and recognize the contributions of every employee. Externally, this means ensuring that public lands are inclusive and welcoming, so that our shared wildlands can help people and nature to thrive. We are committed to equity throughout our work, which we define as our commitment to realizing the promise of our public lands and ensuring that all can share in their universal benefits.

To apply, send resume and cover letter to Evan@wawild.org

This position is open until filled with a priority deadline of March 26th, 2023.

##