

Business Manager Job Description

The Charlottesville-Albemarle Rescue Squad (CARS) is an all-volunteer non-profit independent Rescue Squad serving the City of Charlottesville and parts of Albemarle County. We have approximately 90 active volunteers staffing ambulances to answer 911 calls around the clock. We will likely answer more than 2,500 calls for service in calendar year 2022.

CARS is looking for administrative support. Depending on the applicant, we are looking to hire at the Administrative Assistant, Business Manager, or Organization Manager level.

The position is a paid, part-time position that does not have paid employee benefits. For the Business Manager level, hours are expected to be no more than 30 hours per week, with some flexibility in scheduling. Hours during our fund drive period (October through January) are expected to be on the higher end.

Overview of Job Duties at the Business Manager level: CARS needs someone to handle specific projects and day-to-day administrative duties. The Business Manager may be asked to collect data for a grant proposal, prepare a mass mailing for our Fund Drive, and open the mail all in the same day. Other Squad members, especially the President and the Chief, will make assignments and structure projects, but the Business Manager will be encouraged to actively make suggestions and help shape projects. We anticipate a medium-to-high level of independence in this position.

Specific Job Duties for the Business Manager:

Special Projects:

- 1) Discuss projects assigned by the President and/or Chief with them.
- 2) Help shape the structure of the projects in the planning stage.
- 3) As needed, recruit other members of the Squad to help with a project or work in collaboration with a Squad committee on a project.
- 4) Perform the project and report back to the President and/or Chief.

Specific Special Projects may include:

- 1) Our annual Fund Drive using Network for Good software, as well as other specific fundraising projects such as Breakfast in Bed in February.
- 2) Working with our community partners, especially the Charlottesville Fire Department (CFD) and Albemarle County Fire Rescue (ACFR), in facilitating the flow of information between the agencies, such as for CFD's Emergency Services Study.
- 3) Coordinating members going to an off-site training program, ensuring payment for same, and coordinating reimbursements of travel expenses.
- 4) Assisting or leading the writing of grant proposals, such as for the Virginia Office of EMS (OEMS), using previous grant proposals as a template.
- 5) Ensuring the requirements of a grant are met, such as providing proof of the receipt of equipment paid for by a grant.
- 6) Researching and requesting proposals from insurance providers.
- 7) Working with our Technology Committee to maintain or improve our public-facing website.
- 8) Provide program aid for course or events that CARS hosts (such as creating participant packets and arranging for food and refreshments).
- 9) Assisting in providing information needed by CARS's auditors.
- 10) Writing and/or coordinating the writing of articles for ACFR's Sirens quarterly newsletter.

- 11) Assisting our Chief, Public Information Officer, or other Executive Committee members with media contacts such as NBC29's Community Conversations.

Administrative Duties:

- 1) Open and sort the mail
- 2) Route bills, donations, records requests, and official documents to the proper members, committees, and/or community partners.
- 3) Process bills, including scanning and properly storing them (using Google Mail, Drive, and Dropbox software), attaching budget codes where appropriate, and obtaining budget codes from other members and/or committees as appropriate.
- 4) Properly handling and documenting the depositing of checks and cash in our bank accounts.
- 5) Process donations using Network for Good software, including data entry and sending acknowledgements.
- 6) Monitor and route our public-facing email account.
- 7) Routine monitoring of our website and social media accounts, including monitoring social media account comments.

Overview of Job Duties at the Organization Manager level:

The Organization Manager position would include all of the job responsibilities of the Business Manager but would also include more involved work that would affect CARS at a deeper level, such as monitoring and reporting to the Board on the meeting of the Charlottesville City Council and Albemarle County Board of Supervisors, working with the City on zoning and lease issues, and assisting with strategic planning for CARS. The successful candidate has an opportunity to help shape what this position would do, keeping in mind that while the position would lean towards that of an Executive Director, our organization's President, Chief, and Board are very hands-on and will continue to be so for the foreseeable future. This position may be part-time or full-time.

Overview of Job Duties at the Administrative Assistant level:

The Administrative Assistant position would focus more on the administrative duties part of the Business Manager with fewer and more limited special projects. This position would likely be part-time only.

Depending on the candidates, it is possible that CARS may hire someone as an Administrative Assistant and later promote to the Business Manager position, or separately hire both an Administrative Assistant and a Business Manager. Hours for each position may change in those cases.

Qualifications for all positions:

- High school diploma or equivalent required. Additional education is preferred, especially for the Organization Manager position.
- Knowledge of Google Workspace software, especially Mail, Drive, Docs, and Sheets required.
- Knowledge of QuickBooks Online preferred.
- Excellent written and oral communication skills.
- Previous experience in the non-profit world preferred.
- Some knowledge of Emergency Medical Services preferred.

Preferred Characteristics:

- Professionalism.
- Attention to detail.

- Ability to follow-up and follow-through to completion.
- Ability to prioritize.
- Ability to organize.
- Flexibility.
- Self-starter.

Additional Information:

Our organization is lean and therefore thinly staffed. We have higher clinical staffing on nights and weekends that we do during the weekdays. As a result, there may be few people in the building while you are working. You will need to be able to function independently. Our leadership wants you to succeed, but since we are all volunteers, we may not be able to respond immediately to emails and/or texts. You'll need to be able to put something aside for a day or so and do other things while waiting for answers.

Regardless of the position applied for, the successful candidate will be eager to help a 60-year-old nonprofit organization continue its service to the community. Our members are strongly attached to this organization and work hard for it. In your application, please help us understand how you can help us continue our service.

The Charlottesville-Albemarle Rescue Squad is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to age, color, disability, gender identity or expression, marital status, national or ethnic origin, political affiliation, race, religion, sex, sexual orientation, or veteran status. We are committed to having our members, both volunteer and paid, reflect the diverse community which we serve and therefore encourage anyone to apply.

To apply, please send a resume and cover letter to hire@rescue1.org. In your cover letter, please specify which position(s) you are applying for.