**DATE:** July 2022

**ROLE:** Business Office Coordinator

**STAFF LEVEL:** Part Time

**REPORTS TO:** Executive Director

*At Hannah’s House, we are dedicated to building a committed team devoted to the high calling of serving disadvantaged women, while also living as a passionate advocate of Hannah’s House’s mission, vision and values. We all acknowledge that this is not “just a job” but rather a “ministry.” Team members use their God-given S.H.A.P.E. to advance the mission at Hannah’s House wherever they are. Each team member is a person of high integrity and makes decisions based on sound morals and values.*

SUMMARY

The Business Office Coordinator (BOC) will be responsible for advancing the mission, vision and values of Hannah’s House through agency support, including accounting, HR, business office organization, events, Alumni community engagement and Leep Home coverage/organization. The Business Office Coordinator will also support the Business Office in an administrative support role.

PREFFERED QUALIFICATIONS

College Degree in Business, Human Services and/or Organizational Development

Knowledge of multiple social media platforms

Strong understanding of Microsoft Office Suite preferred

Ability to learn Smartsheets and Donor Perfect applications

A heart for people

Ability to manage a flexible schedule with *occasional* night and weekend responsibilities

ATTRIBUTES

**Relational Leader** Friendly and approachable. Communicates with others in a way that they feel valued and heard.

**Organized** Able to manage schedule, tasks and deadlines to assure promptness of work with the ability to handle sensitive information with the utmost confidentiality.

**Forward Thinker** The ability to constantly have a forward-thinking lens to see necessary tasks that need to be completed and to see potential problems before they arise.

**Relational Intelligence** Communicates with others in a way that they feel valued and heard while understanding the importance of appropriate boundaries.

**Developer** Able to see the potential in others and encourage and empower to help them see their growth and development opportunities.

**Responsible** Able to take ownership of commitments and prioritize, organize and provide timely information, specifically related to financial data, event committee meetings, donations and alumni engagement.

PRIMARY RESPONSIBILITIES

**Alumni** Collaborate with Business Office team to build an engaging program for Hannah’s House Alumni.

**Donations** The Business Office Coordinator will help gather supplies for the women in our care, as well as make connections in the community for the greater partnership goals of Hannah’s House. This role will also be responsible for the inventory, tracking and disbursement of all in-kind donations that Hannah’s House receives. The BOC will be a liason between the business office and Leep/Killilea homes with the flow of goods from donations and the Food Bank.

**HR/Accounting** The Business Office Coordinator will help advance the mission of Hannah’s House by strategically posting and updating our cash receipts, assist in monthly reconciliations, adhere to the check/balance system to abide by the GAAP for audit purposes. She/He will oversee the donor gratitude process with clear and consistent messaging. The BOC will work closely with the Executive Director to improve HR processes and communicate with staff on policies and procedures to enhance their experience as a team member of the agency.

**Office/Event Support** The Business Office Coordinator will be responsible for helping coordinate and support the Business Office in her/his day-to-day responsibilities and schedule, as well as help support and participate in donor relations, acknowledgement, and appreciation. The Business Office Coordinator will provide office support to all fundraising events/efforts and organize event data and post appreciation.

**Liason** The Business Office Coordinator will be the coordinator that links the business office and Leep/Killilea homes. The BOC will coordinate with the residential care team in stocking, organizing and tracking inventory and the flow of goods for the agency. The BOC will oversee the Alumni store while leading the annual Christmas store.

SUCCESS IN THIS ROLE

**Clear Communication** Communication to staff/Alumni, and donors is clear, prompt and professional.

**Reputation** Staff, Alumni, and donors can place confidence and trust in the Business Office Coordinator, knowing he/she will follow through on what they say and/or what is asked of them in a timely and professional way. Donors and staff feel cared for.

**Promptness** Work of the Business Office Coordinator is done in a timely fashion, allowing the rest of the team to operate at their highest level.

**Data Entry** All data from Accounting, events, meetings, alumni engagement and donor cultivation is entered promptly, accurately and readily available to the Executive Director/Director of Advancement for reporting and promotional purposes.

**Cooperation** Cooperative and supportive working relationship with the team, community partners and our neighbors.

**Organization** The Business Office will be organized with financial documents coded for storage or shredding. Office staff is able to efficiently access office supplies, financial documentation and donor records. The cooperation between the Business Office and Leep Home are ongoing and efficient and both spaces are free of clutter and easily accessible.