

January 6, 2017

**EarthWalk Vermont**  
*Business Manager*  
*Job Description*



**Organization:**

EarthWalk Vermont is an innovative 501(c)3 non-profit organization founded in 2005, with the mission to *inspire and, empower children, families and communities to reconnect with and care for one another and the earth*. We offer long-term, year-round nature education programs to over 300 families annually, including: weekly full-day and after-school programs and summer camps, professional development opportunities for educators, a mentor apprenticeship, and seasonal intergenerational community festivals. EarthWalk is an affiliate of the Wilderness Awareness School of Duval, Washington, which is a guiding partner in a network of over 300 nature mentoring programs and schools located in eight countries.

**Position Summary:**

The Business Manager plays a leadership role managing the day-to-day operations including administrative and financial functions of the organization. The Business Manager ensures a high degree of professionalism, quality customer service, and exemplary community relations.

The ideal candidate will have strong interpersonal and financial management skills with excellent attention to detail. EarthWalk values a caring community, nature-connection, a love of children, gratitude, peaceful communication, earth stewardship, and educational change.

This position is part time with 24 hours per week. Salary commensurate with experience.

**Reports to:**

EarthWalk's Executive Director

**Job Responsibilities:**

Manages the day-to-day business, financial and facilities operations of the EarthWalk organization, including but not limited to the following:

- Provides excellent communications with EarthWalk's constituents including staff, families, businesses, and the community; serves as the hub for phone calls and email correspondence;
- Manages all program registration processes and associated databases, including student enrollment and financial aid;
- Manages accounts payable and receivable and works closely with Bookkeeper to ensure fiscal responsibility;
- Manages human resources protocol and documentation and supports the coordination and updating policies and procedures;

- Ensures care and upkeep of office facilities and systems, including phones, computers, printers, and general use of office building space; orders and manages all merchandise and supplies; and
- Provides marketing support such as editing, proofreading, and working with external service-providers.

**Qualifications:**

- Minimum Bachelor's Degree, plus 3 years of business and financial management experience (non-profit experience preferred);
- Excellent interpersonal, verbal and written communication skills;
- Possess strong attention to detail, a high level of integrity, a positive attitude and comfort with self-direction;
- Highly competent in Excel, and Microsoft Office systems;
- Experience in QuickBooks and database management;
- Ability to work with diverse stakeholders and community partners;
- Experience with facilities management, a plus;
- Passionate about EarthWalk's mission and impact;
- Possess a strong commitment to nature education and earth stewardship; and
- Flexibility and good humor a must!

*Please send a cover letter, resume and three contacts for references, to:*  
[info@earthwalkvermont.org](mailto:info@earthwalkvermont.org).

*No phone calls please. Accepting letters and resumes until position filled. Thank you!*

**EarthWalk Vermont PO Box 21 Plainfield, VT 05667**

[www.earthwalkvermont.org](http://www.earthwalkvermont.org)