



Position: Office/Business Manager – Part-time Position

Location: Memphis, TN

The mission of the Forrest Spence Fund is to assist with the non-medical needs of critically or chronically ill children and their families throughout the Mid-South.

The Forrest Spence Fund strives to accomplish its mission of assisting with the non-medical needs of critically and chronically ill children throughout the Mid-South by focusing on 4 areas:

1. Meeting individual patient and family needs.
2. Working with institutions to better recognize and meet non-medical needs.
3. Connecting families with counseling and support groups and covering the cost of counseling for bereaved families.
4. Providing grants to families demonstrating need.

Since 2011 the Forrest Spence Fund has assisted over 84,000 families with their non-medical needs.

POSITION SUMMARY:

The Office/Business Manager will be running the day to day operations of the business. The Manager will work closely with the Executive Director Program Director. This position consists of working 30-32 hours per week. Benefits are not included.

QUALIFICATIONS:

- Preferred Bachelor's degree in either: Business, Finance, or Accounting
- Need to be a team worker and also be good with people
- Experience working in an office
- Communication skills
- Attention to details
- Ability to perform excellently even on tight schedule and under pressure
- Computer skills and knowledge of office software packages
- Proficient in QuickBooks, Salesforce, Microsoft Office Suite, Google Sheets, and Give Smart

ACTUAL JOB RESPONSIBILITIES:

- Salesforce, Database and Give Smart Management
- Supervises and coordinates overall administrative activities
- Accounting



- Performing receptionist duties for incoming calls and visitors
- Financial access
- Send tax letters to donors
- Checks for accuracy on financial statements
- Oversees and makes sure all bills are paid on time
- Transfers all revenue through checks, PayPal, Give Smart, and other various employee direct donation companies
- Works with Executive Director to allocate money to families through our benevolence and grant programs
- Works with Executive Director to set up counseling appointments for families
- Communicates with social worker and families regarding application decisions
- Sends invoices to sponsors
- Files all paperwork
- Organizes and electronically file all receipts and revenue to send to accounting firm
- Manages the annual external financial statement audit process
- Oversees and negotiates vendor contracts, and process vendor billing in accordance with company purchasing policies and budgetary restrictions
- Participates as needed in special projects
- Responsible for the facilities day-to-day operations
- Oversees and ensures proper operation, care, and replacement of all agency property-equipment, furniture, buildings, etc.
- Maintains and updates sales database and potential sponsor information
- Answers to the Executive Director

This is a part-time position expected to work approximately 30-32 hours per week at an hourly rate of \$17.

The Forrest Spence Fund does not discriminate on the basis of age, race, sex, color, national origin, creed, religion, sexual orientation, marital status, military status or disability.

To apply send a cover letter with CV to: brittany@forrestspencefund.org.