



## Business Manager Job Description

Youth Dynamics Adventures Idaho

*Updated September 2023*

### Position Overview:

Youth Dynamics' vision is to see youth transformed by the power of Christ, integrated into the local church, and impacting their world for Him. This full-time ministry position exists to support this vision by utilizing healthy outward communication with clients and vendors and best in class accounting practices. This position is funded by personal support-raising.

Our Idaho Adventures base is seeking a Business Manager with strong administrative and organizational skills to help facilitate the ministry of Youth Dynamics. This person will be responsible for overseeing the business side of our ministry including managing our booking/contracting systems, billing, QuickBooks accounting, development, and insurance in a professional manner.

If you desire to serve in a Christian workplace and use your skills to help fulfill the mission of Youth Dynamics, this could be a great opportunity for you. This position is an exciting opportunity to join and impact a growing and vibrant Christian organization with a 50+ year history of eternally impacting youth for Jesus.

### Key Responsibilities and Expectations:

1. **Leadership:** Lead and facilitate the Business Team meetings, making sure that our Internal Values are being lived out within the team and team process.
2. **Administration:** Manage and maintain our booking/contracting systems in a professional manner. Develop and manage the Business Team strategic plan and budget.
3. **Bookkeeping:** Maintain ministry financial books and QuickBooks accounting program in concert with Finance Director and Adventures Idaho Director. Manage accounts receivable and accounts payable in a professional and gracious manner.
4. **Team Involvement:** Actively participate on the local Management Team.

**Reports to:** Adventure Director

**Supervises:** Select volunteers, Office Assistant, Group Services Coordinator.

**Works Collaboratively with:** Group Services team, various staff

### Qualifications:

1. Active and growing relationships with Christ and willingness to sign Youth Dynamics Statement of Faith. Demonstrated ability to work harmoniously with people from varied cultural, socioeconomic, educational, and experiential backgrounds.
2. Work independently and within a team to reach organizational goals.
3. A degree in Business or a related field and 3 or more years of related experience.
4. Time Management: Can plan and organize own use of time, meets deadlines, and doesn't have to continually rely on the last minute.
5. Administration: Able to use QuickBooks, Excel, and other office applications.
6. Working knowledge of standard office procedures and technologies (phone, computer, printer, photocopier, scanner, fax machine, calculator).
7. Experience in bookkeeping and business systems.
8. Attention to detail.

9. Collaborative management style and approach. Strong leadership skills.
10. Excellent verbal and written communications skills.
11. Fundraising 100% or more of personal support.

**Salary and Benefits:**

- Pay\* \$42k-60k depending on experience
- Health insurance reimbursement options
- 401k retirement plan – organizational match (up to 3%)
- Paid time off

**\*Compensation - The Support Raising Journey:**

Youth Dynamics partners with Support Raising Solutions ([www.supportraisingsolutions.org](http://www.supportraisingsolutions.org)) to offer the best and most updated training on raising personal support. You will be provided with a personal support raising coach as well as all of the necessary training to successfully:

- Raise 100% of salary, benefits, and necessary ministry expenses to meet your financial goals.
- Best-in-class training to maintain financial vitality and great donor care.
- Communicate ministry updates and progress to donor partners.

**To Apply:**

Please send in your resume and with a cover letter summarizing your qualifications, what you bring to this position, why you want to work for Youth Dynamics and fill out an application found on our website: [yd.org](http://yd.org). Reply by email to [hr@yd.org](mailto:hr@yd.org).

**Open Until Filled**