



**Title: Business Manager**

**FLSA: Exempt**

**Job Summary:**

This position assists the Director by coordinating office services including budgets, contracts, grants, personnel, housekeeping, maintenance, records control, and other duties.

**Knowledge and Abilities:**

This position requires excellent communication, interpersonal, organizational and computer skills. It requires the ability to work independently and with minimal supervision and direction. It requires effective decision making and analysis skills as well as sound financial management and budgetary skills.

**Essential functions:**

1. Writes and submits grants and grant renewals in collaboration with the Director.
2. Assists Program Directors with grant administration and education of financial responsibilities regarding their program grants.
3. Maintains and manages accounts payables, petty cash and payroll responsibilities in collaboration with the Program Directors and Director.
4. Works collaboratively with Program Directors and Director to maintain all building structures and ongoing maintenance and janitorial services.
5. Works collaboratively with Accounting and Billing Departments of Catholic Charities to ensure proper coding, and timely submission of documents and billings to funding sources.
6. Assists the Director in the implementation of policies and procedures in compliance with agency funding, licensing, certification and accreditation.
7. Establishes and maintains effective communication with all levels of state, personnel and community groups that interact on business matters with the programs.
8. Assists Director in developing, implementing and supervising the fiscal policies and practices to ensure compliance with funding sources and maintaining budgetary expenditures.
9. Being available for special events and in times of emergency.

**Minimum Qualification:** Master's degree in business desired, bachelor's degree in business or related field required. At least two years of experience in business management and supervision required.

**Scope of Responsibility:**

The Business Director assists the Director in financial management for the following programs operated under the umbrella of Domestic Violence/Sexual Assault Services:

Crescent House

May 2010

Project SAVE  
New Orleans Family Justice Center  
Harmony House  
Sexual Assault Services

**Reporting Relationship:**

The Director reports to the Director of Domestic Violence Sexual Assault Services of Catholic Charities Archdiocese of New Orleans