



Women 4 Women and its donors improve the lives of women and girls in Metro Louisville through education, advocacy and fundraising for focused grantmaking in four key areas that enable self-sufficiency: Health & Safety, Social Change & the Single Parent Economy, Education & Leadership and Jobs & Earnings. Because improving the lives of women and girls raises entire communities.

### **Business Manager**

The Business Manager will provide all staffing support to Women 4 Women. The major responsibilities include, but are not limited to, the following:

- Assist the Chair of the Board and Committee Chairs with all meeting preparations
- Track, acknowledge and report all donor activity
- Assist with the cultivation of donors and sponsors
- Maintain regular and relevant communication with all constituents reinforcing the clear Women 4 Women brand positioning
- Coordinate and execute key events including the Annual Luncheon, Golf Tournament and Women Who Achieve Series Events including but not limited to:
  - Sponsorship sales and execution of benefits
  - Secure venues, speakers, food & beverage, set-up
  - Coordinate communication, media and AV aspects of the events
  - Attend preparation meetings and all events
- Serve as an articulate spokesperson for Women 4 Women in the community
- Coordinate the grant process including communication with non-profit agencies, application development, review and selection of grant recipients
- Coordinate all AP/AR needs of the organization
- Any and all other administrative support needed for the organization

Key competencies for the Business Manager include:

- Detail Orientation – highly organized and attentive to detail
- Relationship Management – among donors, corporate partners, non-profit partners and the community
- Project Management – multiple projects, initiatives, and audiences
- Communication – oral and written to multiple audiences

Requirements:

Bachelor's degree

Minimum 5 years experience providing multi-faceted administrative assistance

Proficient in Excel, Word, PowerPoint and a fundraising software database, preferably Sage

To Apply:

Resumes and cover letters must be submitted via email to our search firm, Randstad. Please direct to Bridgette Gray at [bridgette.gray@randstadusa.com](mailto:bridgette.gray@randstadusa.com). Deadline for submissions is July 19, 2013.