

**Job Title:** Non-Profit Business Manager & Program Manager Associate  
**Reports To:** Executive Director

**Job Description:**

Under the direction of the Executive Director, responsible for all day-to-day business operations and assigned to programs and projects as needed. Looking for individual that wants to grow with an exciting and innovative company.

**Compensation:**

Salary Position. Range \$35,000 - \$45,000 / year according to experience.

**Primary Responsibilities**

Responsible for day-to-day tasks described below. A 50/50 time split is expected between Business Operations and Projects/Programs.

**Business Operations:**

- **Management of EDCO Board of Directors Meetings & Innovación Investment Committee:**
  - o Board Meeting Scheduling / Management
  - o Modify Meeting Documents as Needed
  - o Track & File Board Resolutions, Meeting Minutes, Presentations.
  - o Ownership of Corporate Documents: ByLaws, Joint Venture, Conflict of Interest, Training policies, and Organizational Documents (Secretary of State Filings, 501 C 3 filings/updates, etc).
- **Business Management & Accounting:**
  - o Oversee Federal Tax Payments via Payroll System
  - o Manually submit Federal Tax (Form 990) every quarter
  - o Quarterly Unemployment Tax Payments via Texas Workforce Commission system
  - o Coordinate Annual Organizational Audits with 3<sup>rd</sup> party CPA firm.
  - o Process Employee Expense Reports
  - o Manage Bank Account transactions and monthly cross reference between Quickbooks and Bank Accounts.
  - o Bookkeeping for EDCO, Innovacion LLC, and Innovacion LP.
  - o Oversee Payables / Receivables, send out Invoices as needed.
  - o Monthly Budgeting and P&L Reporting
  - o Office Supplies and facilities oversight as needed.
  - o Manage all Vendor accounts: Rent, Website, Liability Insurance, Phone, Utilities, Health Insurance.
- **Human Resources:**
  - o Biweekly Payroll and Fidelity Simple IRA Transfers
  - o Manage Benefits (Medical, Simple IRA), Disability Insurance
  - o Employee Agreements & Processing
- **Document Control & Training:** Responsible for overall document control and training processes. Electronic (Dropbox) file sharing, manual backup systems, and a training system that is consistent with ISO standards.
- **Executive Assistant Duties:** Assist EDCO Executive Director and Board with travel arrangements.
- **Industry Membership:** Manage Industry memberships for EDCO: NALCAB, Chambers of Commerce, etc.

**Project/Program Areas:**

- **Grants Management:** Quarterly and Bi-annual Reports for existing Federal Awards.

- **Public Relations & Marketing:** Press Releases Preparation, EDCO Wire announcements, Organizational Literature, Business Cards, EDCO Web Site Maintenance, General Organizational Inquiries
- **Development:** Federal Grant Writing, Commercial Bank Relationships, Foundation Grant Writing, Networking and Relationship Building.
- **Venture Management:** Work with EDCO Venture Managers on business development and commercialization activities associated with its portfolio of companies and community development venture fund.

### Software Skills

<u>Level</u>	<u>System</u>
Expert	MS Excel, MS Word, MS Powerpoint
Intermediate	Quickbooks
Intermediate	Intuit Online Payroll System
Intermediate	Experience with learning new systems (Ex: State/Federal reporting systems)
Beginner to Intermediate	MediaStove WebContent Management
Beginner to Intermediate	Dropbox
Beginner to Intermediate	Fidelity Simple IRA

### Knowledge and Experience Requirements

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. **EDUCATION:** Bachelors Required. Business Administration preferred. Working towards Master in Business Administration preferred.
2. **EXPERIENCE:** Minimum Five Years experience in similar position.
3. **LANGUAGE SKILLS:** Ability to read, analyze, and interpret general business periodicals, professional journals, financial reports, legal documents, technical procedures, or governmental regulations; write reports, business correspondence, and procedure manuals; efficiently respond to questions from membership, staff and members of the community; communicate effectively in both written and oral form; and, effectively present information to membership, top management, public group, and/or board of directors. Able to read, write, and speak both English and Spanish is preferred.
4. **REASONING ABILITY:** Ability to define problems, collect data, establish facts, and draw valid conclusions; exhibit independent judgment in the development, implementation and evaluation of plans, procedures and policies.
5. **OTHER KNOWLEDGE, SKILLS AND ABILITIES:** Knowledge of the principles and techniques of research grant administration, contract administration and negotiation, hospital administration, community organization, fiscal and organizational management, principles and practices of marketing and public relations.
6. Ability to plan, direct and coordinate activities; negotiate and administer contracts; work with health care providers, commercial vendors, government agencies, community groups and other organizations as necessary; communicate effectively in both written and oral forms; exhibit independent judgment in the development, implementation and evaluation of plans, procedures and policies.

Please email resumes to Teofilo Tijerina at: [teo.tijerina@edcoonline.org](mailto:teo.tijerina@edcoonline.org)