

Salem Leadership Foundation
Position Description
Assistant Business Manager

REPORTS TO: Business Manager
SUPERVISES: N/A
FLSA STATUS: Non-Exempt (Hourly Wage)
REVISED: 9/3/2024

VISION: We Believe Salem-Keizer will become the healthiest community in Oregon, truly a city of Shalom.

MISSION: We Engage people-of-faith and people-of-goodwill to transform the community neighborhood by neighborhood.

SUMMARY:

Providing excellence in the intricacies of data tracking, reporting, and communications, the Assistant Business Manager works to maximize efficiency and joy. The Assistant Business Manager will oversee the donation entry process, be the expert of our Customer Relationship Management (CRM) and will help share the SLF story on our website, social media, and print materials.

ESSENTIAL FUNCTIONS:

Donation Processing

- Manages the design and procedures of donation processing.
- Processes and codes daily donations.
- Provides batch reports on a daily or weekly basis, depending on volume.
- Ensures data cleanliness in our CRM.
- Works with Business Manager to ensure accuracy of accounting.
- Communicates graciously and effectively with donors on pledge reminders and personal information updates.
- Assists Development Coordinator in creation of thank you letters.
- Assists Development Coordinator in creation of year-end donation receipts.
- Assists Development Coordinator in regular donor stewardship activities.

Marketing and Communications

- Plans and implements social media strategy to tell the SLF story effectively and invite participation.
- Updates the SLF website as needed.
- Assists Business Manager in event planning, logistics, and execution.
- Tracks online registrations for SLF events.
- Assists Development Coordinator in creation of monthly print and electronic newsletters.
- Assists Development Coordinator in managing the Community Events Calendar.
- Provides outstanding customer service to guests in the SLF office.
- Answers office phone as needed.

QUALIFICATIONS:

- Christian commitment and lifestyle consistent with the SLF mission as described in our Statement of Faith.
- Bachelor's degree preferred.
- Experience working in a database or CRM.
- Proficient in Microsoft Office and Google Workspace.
- High attention to detail with strong clerical and organizational skills.
- Strong, positive interpersonal and communication skills.
- A high level of professionalism, inclusivity, and collaboration.
- Cultural competency with the faith community of Salem/Keizer.
- Commitment to character development around the values of self-care, honesty, respect, transparency, listening and responsibility.

COMPENSATION PACKAGE:

- Starting wage: \$19.17/hr.
- Employee only medical and dental insurance. Option to purchase for family members.
- 401k SIMPLE retirement. SLF will match up to 3% of salary/wages.
- 4 weeks paid vacation, 10 paid holidays, and sick leave.

To apply please send a cover letter and resume to kyle@salemif.org by September 25th.