

Temporary Business Manager

Trinity Cathedral

Trinity Episcopal Cathedral located in the Midtown neighborhood of Sacramento integrates an ancient faith tradition with expansive theology and a progressive social vision. We have an involved, active congregation. All staff interact with congregation members, volunteers, and the community.

We are looking for an experienced Business Manager who is comfortable overseeing the financial management and marketing of Trinity: setting budgets and creating and implementing policies for space use, The ideal candidate has experience in nonprofit financial management, new business development, facilities use policy development, nonprofit marketing, excellent database and office suite skills; and can work as part of a team.

Job Description

This position is half-time, on-site at Trinity Cathedral, 9-1 Monday to Friday. (specific times open to negotiation).

This position reports to the Dean.

Primary Responsibilities:

Business Management

- Develop an initial annual budget based on previous years for review by the Dean and Treasurer.
- Work with consulting accounting staff to oversee payroll and benefits system
- Work with the Office Manager to implement the Budget
- Develop policies for facilities use, then implement them and market facilities use.
- Oversee accounts receivable and payable once systems are in place
- Work in partnership with the Development Committee Chair to ensure financial resources

Skills and qualifications

- Strong written and verbal communications skills to produce reports, assign tasks, among other things
- Organization skills and the ability to multi-task to complete a wide variety of tasks
- Strong project management skills to work independently and complete projects on time
- Flexibility to adjust to evolving and changing priorities of staff and volunteers
- Strong interpersonal skills to interact positively with staff, volunteers, and vendors

- Strong computer skills, ability to work in Google Drive and use multiple programs, including data management systems and nonprofit databases
- Nonprofit finance and/or fundraising experience paid or volunteer
- Preferred: B.A. plus two years of related experience or an equivalent combination of education and experience

Resume and cover letter to mwoodward@trinitycathedral.org. This position will remain open until filled.