



Business Manager

Overview

We seek a highly organized and responsible Business Manager to provide personalized administrative support to our CEO in a professional and timely manner. As an independent contractor, you will work remotely, managing daily schedules, organizing company data, and maintaining communication between our CEO, team, and clients. This position is integral to maintaining the efficiency and productivity of our CEO and, in turn, our entire organization. The ideal candidate for this role is a self-starter who works autonomously while engaging with a remote team to accomplish the overall business goals. Resourceful and communicative with an ongoing drive to achieve efficiency and optimization.

Core Responsibilities:

- Manage the CEO's daily schedule, including organizing meetings, travel, and events.
- Prepare reports, presentations, and data management.
- Coordinate communications, including calls, emails, and social media direct messages.
- Facilitate internal communication (e.g., distribute information and schedule presentations).
- Suggest more efficient ways to run the office and troubleshoot malfunctions.

Non-Core Responsibilities:

- Participate in team meetings, taking minutes and keeping records.
- Assist in organizing company events or conferences.
- Undertake occasional special projects as instructed by the CEO.

Day-to-Day Activities:

- Schedule and coordinate appointments and meetings.
- Manage the inbox flow and resolution of inquiries.
- Communicate with clients, employees, and other individuals to answer questions or provide/explain information.
- Document, organize, and maintain electronic files.
- Manage projects, and conduct research to support these projects.



We use our vision, mission statements, and core values as our guides in all we do.

Vision

Our bankers drive local change to confront the systemic inequities in access to credit and opportunity.

Mission

We lead bankers to master the CRA, get exam-ready, and reinvest to forge local impact. We are community development-driven.

Values

Exceptional: We cultivate outstanding training experiences that drive local change.

Leadership: We engage with grace and professionalism and lead by example.

Accountability: We serve as trusted advisors creating safe spaces to learn and grow.

Inspirational: We lead with enthusiasm that inspires others to drive change in their local communities.

Adaptability: We embrace change and continuously improve the way we serve others.

Purpose

As the Business Manager, you are the CEO's right hand; this position plays a crucial role in ensuring the smooth operation of the company. The EA/BM will act as a liaison between the CEO and other parties and assist in the planning and execution of projects. The successful performance in this role contributes to the efficiency and effectiveness of our entire organization while serving our mission at every level.

Reporting

This position reports directly to the CEO.

Continuing Education/Research

We should always explore ways to improve our online presence and employ new and innovative technology strategies to streamline operations.



Qualifications:

Hard Skills:

Proficiency in Google Suite (Email, Calendar), Clickup/Task Mgmt Systems, Keap (or other CRM).

Experience in banking or corporate work environments preferred.

Strong knowledge of data management, office administration, and business acumen.

Soft Skills:

Excellent communication and interpersonal skills.

Strong problem-solving skills with a solution-based mindset.

Exceptional organizational and multitasking abilities.

Confidentiality, discretion, and professionalism are expected.

Embraces change and seeks innovative ways to engage team members.

Ability to anticipate needs.

Salary and Benefits:

Part-Time: 30 hours per week

\$25/hour pay rate

1099 Contractor

Remote work arrangement with flexible hours

Opportunity to grow with the company

Access to professional and career development opportunities