



TAIKO COMMUNITY ALLIANCE

P.O. BOX 26895, SAN JOSE, CA 95159

INFO@TAIKOCOMMUNITYALLIANCE.ORG

Business Manager

Reports to: Board of Directors

Status: Part-time non-exempt (20 hrs/wk). Our main office is in San Jose, CA and you may be required to travel there. This position is 100% remote with occasional travel, and does not include permanent office space.

Compensation: \$24.00/hour

Benefits: Remote work, flexible work schedule, sick leave, accrual of paid time off, and paid holidays.

Position Summary

Reporting to the Board of Directors, the Business Manager will have operational responsibility for TCA's staff, programs, expansion, and execution of its mission. This position will possess a deep knowledge of the membership, core programs, operations, and business plans of the TCA, as well as a familiarity with the taiko community and the diversity of taiko practitioners that the organization serves. This position will be the primary point of contact for other core staff and contractors, and serve as a link between staff and the Board of Directors.

Duties:

1. Oversees administrative functions and processes - including financial, communications, information technology, and fundraising systems.
2. Motivates and manages staff and volunteers to implement the TCA strategic plan.
3. Establishes and maintains working relationships with partner organizations, sponsors and funders.
4. Supervises the Program Manager to evaluate and ensure ongoing program excellence.
5. Supervises the Development Manager to ensure financial sustainability.
6. Coordinates with the Treasurer and Finance Committee to prepare annual budgets and contracts.
7. Prepares agendas, bulletins, reports, daily correspondence and other necessary materials and communications.
8. Demonstrates leadership ability while displaying adaptability and a collaborative, positive attitude.
9. Other duties as assigned.

Minimum Qualifications:

- One to two years of non-profit leadership experience with a focus on organizational development, strategic plan implementation and organizational growth.
- One to two years of supervisory experience.
- One to two years of fiscal administrative experience, including budget planning, grant administration, and financial reporting.

Knowledge of:

- Federal and state guidelines pertaining to non-profit organizations.
- Federal and applicable state employment law.
- Principles and practices of supervision.
- Financial statements and report preparation practices.

Ability to:

- Engage, reach out to, and collaborate with a diverse range of stakeholders as an advocate of TCA.
- Communicate effectively both verbally and in writing.
- Work effectively in a “virtual office” environment, utilizing various communication and collaboration platforms (ex: Zoom, G-Suite) as needed.
- Simultaneously manage and implement multiple projects and timelines.
- Develop and implement an action-oriented, entrepreneurial and innovative approach to business planning.
- Maintain active involvement with the taiko community and appreciate the diverse experiences and backgrounds of taiko practitioners.
- Ask for and receive feedback from staff and peers.

The Taiko Community Alliance believes that all persons are entitled to equal employment opportunities and does not discriminate against its employees or applicants because of race, ethnicity, religion, sex, sexual orientation, gender identity, national origin, ancestry, age, disability, or marital status.

The above statements are of a general nature and are intended to describe the level of work being performed. It is not intended to be an exhaustive list of all responsibilities and duties of the position.

To apply, please email cover letter, resume, and two to three references (name, affiliation, and contact information) to Derek Oye at derek@taikocommunityalliance.org by March 15, 2020.