

# Business Manager



## About Us

Bonnyvale Environmental Education Center (BEEC) is a nonprofit nature center in southern Vermont dedicated to connecting people of all ages with the natural world. Through hands-on environmental education programs, community events, and stewardship of our trails and habitats, we inspire a deeper understanding and appreciation of the environment.

## Position Overview

We're seeking a Business Manager to serve as our central office support person, as well as a key point of contact with the general public and BEEC members, donors, staff, and Board.

## Key Responsibilities

- Answering inquiries from the general public, BEEC members, businesses, and donors.
- Communications with BEEC members, donors and participants via LGL and Constant Contact.
- Coordinating registrations for programs and events.
- Assisting with fundraising events.
- Day to day operational support for the director and staff.
- Updating the donor management and accounting software.
- General office support and coordination of various facilities related activities.
- Managing, improving, and troubleshooting administrative systems with staff.
- Managing invoices, bills, accounts, insurance policies, etc.
- Assisting with marketing mailings, appeals, and other fundraising activities.
- Supporting the director in the processing and tracking of grants.
- Supporting the director in the organizational budget process.
- Managing subsidy payments and CCFAP platforms.

## Required Qualifications

- QuickBooks Online proficiency
- Little Green Light or other donor management software proficiency
- Google Workspace proficiency

## Preferred Qualifications:

- Associates or Bachelor's degree in Business
- Experience with Wordpress, Constant Contact, and Adobe Acrobat

## Compensation & Benefits

- This is a part time salaried position. An average of 20 hours per week job that pays in the range of \$20-25
- Flexible schedule and hybrid work options, but there is mandatory in person attendance at weekly staff meetings and an expectation for in-office, collaborative work
- Paid time off, holidays, and professional development opportunities
- Work in a beautiful natural setting with a mission-driven, supportive team

## To Apply

Send a cover letter and resume to [jobs@beec.org](mailto:jobs@beec.org)

BEEC is an equal opportunity employer, striving for a diverse workplace. We encourage all qualified candidates to apply. For more information about BEEC and what we do, visit [BEEC.org](http://BEEC.org)

## Bonnyvale Environmental Education Center

802-257-5785 ~ [BEEC.org](http://BEEC.org) ~ PO Box 2318 / 1221 Bonnyvale Rd, West Brattleboro VT 05303