SAVE – Suicide Awareness Voices of Education
7900 Xerxes Ave S., Suite 1350
Bloomington, MN 55431

JOB TITLE: Business Manager

JOB STATUS: Full-time, salaried

LOCATION: Bloomington Office, In-office

DEPARTMENT: Administration

REPORTS TO: Director of Business Development

DATE: March 2026

HOURS: Monday- Friday 8:00 AM – 5:00 PM (40 Hours/week, some evening and weekend events)

SCOPE OF POSITION:

The Business Manager serves as the organization's central operations and administrative leader, overseeing day-to-day business functions to ensure the organization runs efficiently, compliantly, and sustainably. This role owns and manages relationships with external service providers supporting payroll, accounting, benefits, compliance, insurance, and IT systems, and ensures these partners effectively meet organizational needs. The Business Manager works collaboratively across departments and provides high-level administrative, financial, and operational support that enables staff and leadership to focus on mission delivery.

PRIMARY RESPONSIBILITIES:

- Human Resource Functions
    - Coordinates payroll processing with third-party vendor, including set-up of new hires, PTO and reimbursement entries
    - Onboards new hires by processing forms, provisioning access, and setting up workstation and device with assistance from IT managed services
    - Maintains personnel files
    - Works with third-party partners to administer employee benefits
- Financial Management
    - Works with financial partners on bookkeeping, accounting, developing financial reports and budgets
    - Manages accounts payable and receivable
    - Completes a weekly report of transactions for the SAVE operating account
    - Provides supporting documentation to the auditing firm for the annual audit
- Compliance
    - Maintains quality assurance and accreditation programs, including charitable registration (in partnership with a third-party vendor)
    - Maintains business insurance policies, overseeing the annual renewal of the policies
    - Obtains relevant permits and licenses for fundraising events
- Board of Directors
    - Assists the CEO with board function and support, maintaining files for agendas, minutes, and meeting reservations
    - Oversees onboarding of new members
- Office Management
    - Maintains all IT systems in partnership with a managed services vendor
    - Maintains office equipment, contracts, leases, and vendor agreements
    - Maintains stock of office supplies

  - Manages all incoming mail
- Other Duties
  - At times, supervises volunteers assisting with organization projects
  - Takes incoming calls, provides information/assistance to callers and directs to appropriate resources
  - Assists with planning, registration management, and websites

EDUCATION AND EXPERIENCE:

- 5years of relevant professional experience, non-profit specific experience a bonus
- Education: Bachelor's degree or equivalent experience.
- Demonstrated experience with the following systems:
  - Quickbooks
  - Microsoft Office and Google Workspace
  - CRMs or donor databases, experience with Salesforce a plus

KNOWLEDGE, SKILLS, AND ABILITIES:

- Attention to detail and organizational skills
- Self-starter with the ability to manage multiple projects and deadlines
- Ability to manage and supervise others
- Willingness to work collaboratively in a small team environment
- Comfortable with change and the ability to generate new ideas, drive continuous improvement, and problem-solve
- Strong written and verbal communication skills
- Knowledge of suicide prevention or public health communications is a plus.

COMPENSATION / BENEFITS:

- $75,000 - $95,000, dependent on skills, qualifications, and experience
- Benefits include:
  - Attractive paid PTO and holiday plans
  - Individual or family health insurance (90% paid by employer)
  - 403(b) Retirement Plan (5% agency non-match, voluntary employee contribution)
  - Vision and Dental Insurance (100% paid by SAVE)
  - Group Life & Accidental Death Insurance (100% paid by SAVE)
  - Group Long & Short-Term Disability Insurance (100% paid by SAVE)

HIRING PROCESS -DATES TENTATIVE

- Accepting applications until: 11:59 CST, March 13, 2026; Send cover letter and resume to Margaret Fondell at mfondell@save.org.

- First round phone screens will be conducted on a rolling basis and conclude on March 27, 2026.
- In-person interviews anticipated dates: March 30 - April 3, 2026.