

Business Manager Job Description Summary

We are the Second Congregational Meeting House Society, Unitarian Universalist. Our Meeting House is at 11 Orange Street →

We are primarily a liberal religious organization with a congregation of about 100 people. As such, we have the usual religious activities: Sunday services and children's programs, weddings, baby blessings, memorials, social action and vigils, social events, etc.

In addition, we are a business with an annual budget of around \$350K:

- a) Property owners (the Meeting House and adjacent parsonage)
- b) Rental agents renting to others to raise money for our activities
- c) Employer of ~6 employees and dozens of independent contractors
- d) 501(c)(3) charity
- e) Fundraiser
- f) and several smaller related functions



We seek a business manager as the Chief Operating Officer of our business side. When we have a professional long-term Minister, that Minister is our religious and spiritual leader and our Chief Executive Officer, and the Business Manager reports to them. However, if there is no Minister or if the Minister is not on duty (sabbatical, disability or illness, whatever), then the Business Manager reports to our Board of Trustees.

While the Business Manager is responsible for all our 'business', they may request and/or receive assistance from the staff, Board, and other volunteers in doing the work to fulfill those responsibilities. The Business Manager will work with the Treasurer in the area of finances, and will work with the Clerk in the area of documents (agendas, minutes, etc.)

This position requires someone with experience managing a small business; we provide training in the specifics of our particular organization.

This is a full-time salaried position; some weeks may require more hours and some may require fewer. The Business Manager is responsible for getting the job done in the time available. Cash salary starts at around \$60K/year, plus very good benefits (paid vacation and sick days, retirement plan, plus health, dental, life, AD&D, and LTD insurances), bringing total annual compensation to about \$85K/year for highly qualified candidates.

We offer a quiet and pleasant work environment. In accordance with our Principles, our Constitution "declares and affirms [our] special responsibility to promote the full participation of persons in all of its activities and in the full range of human endeavor without regard to race, color, gender, disability, affectional or sexual orientation, age, or national origin, and without requiring adherence to any particular interpretation of religion or to any particular religious belief or creed."

For more information, or to arrange an interview, please call Carl Borchert at 774-236-9313 or email borchert654@hotmail.com.