



Presbyterian Church in America
FOUNDATION

ASSOCIATE BUSINESS MANAGER

Position Description

The Associate Business Manager reports to the Business Manager and collaborates very closely with the Business Manager and President in the planning and follow-through of business goals, decision making, marketing initiatives and regularly occurring projects and deadlines.

Summary of Business Manager Responsibilities

- Direct management of administrative assistants and filing clerk, including onsite and remote positions.
- Direct management of the accounting manager; general oversight of the accounting team, processes, and annual audit.
- Implementation and oversight of all IT systems, including the constituent management system, general ledger system, grants management system, online donor portal(s), online donation forms, data aggregation system, document management system, and fund accounting allocation system.
- Coordination of marketing plans and initiatives, including direct correspondence with PCAF's external marketing firm.
- Assisting donors and other interested parties with access to and a clear understanding of all PCAF's charitable solutions.
- Assisting donors with making charitable gifts to the PCAF, including correspondence via email and telephone.
- Daily review of all gift-clearing brokerage account activity.
- Administration of the annual giving statement production and distribution processes.
- Establishing new donor-advised fund, single charity, and other fund records in PCAF's database systems.
- Preparation of mass mailings to donors, prospective donors, and financial professionals, both postal mailings and electronic mailings.
- Creation and management of queries designed to produce mailing lists, labels, and analytical reports for major constituent groups.
- Assisting donors and related parties with registration and use of PCAF's donor portal.
- Preparation and maintenance of PowerPoint presentations.
- Direct oversight of the planning and preparations of PCAF board meetings, annual general assembly meeting, and other major events as needed.
- Oversight of the church online giving program for PCA churches; including reviewing, posting donations, and processing weekly grant notifications via email.
- Assisting donors and churches with PCAF's recommended investment strategies for donor-advised funds, designated funds, and split-interest agreement funds.
- Oversight of relationships with investment brokerage firms, financial advisors, banks, attorneys, and other professional contacts.
- Serve as a PCAF representative on the PCA building management committee, including communications with other PCA committees and agencies and PCA churches.
- Supervision of and cooperation with trust company serving as co-trustee.
- Complex gift asset management, including engagement and oversight of outside lawyers, gift intake, asset management, liquidation, and engagement and oversight of

outside accountants or tax preparers in the production and filing of Form 990-T tax returns.

- Special projects as assigned.

Qualifications

- A Christian, active in a local evangelical church, whose life reflects mature spiritual growth and a commitment to the church and Christian ministry.
- Minimum of a 4-year accounting or equivalent financial degree.
- Minimum of 4 years of direct accounting experience; actual experience in non-profit and fund accounting is a plus.
- A thorough knowledge of accepted accounting principles.
- Proficient in Microsoft 365 apps; Word, Excel, Outlook, PowerPoint, TEAMS, OneDrive, SharePoint, and Forms.
- A thorough knowledge of ZOOM; general knowledge of ZOOM Events is a plus.
- General knowledge of WordPress and updating webpages.
- Experience with Blackbaud's Raiser's Edge NXT (CRM) and Financial Edge NXT (fund accounting system) is a plus.
- Supervisory experience; managerial experience a plus.
- Strong written and verbal communication skills.
- Highly self-motivated, organized, and meticulous attention to detail.
- Strong analytical and critical thinking skills, and the ability to meet deadlines.
- Desire to serve others and be a key player in a fast-paced small-team environment.
- Highest integrity and commitment to ethical behavior.
- Discrete and able to maintain confidentiality of donor and Foundation information.
- Ability to pass a criminal and financial background check.