



[info@cvmakerspace.ca](mailto:info@cvmakerspace.ca)

[www.cvmakerspace.ca](http://www.cvmakerspace.ca)

250 270 0689

## **Columbia Valley Maker Space Society (CVMSS) Job Description**

Position Title: Business Manager

Length of Term: Two years (no term limit)

Reports To: Entire Board of Directors

Reporting to the executive director (ED), the Business Manager will define the process and implement the infrastructure/systems needed to support substantial growth over the next five to 10 years.

### **Responsibilities:**

- Review and approve preparation and regular financial reporting materials and metrics for the CVMSS's board of directors.
- Creation and review of a business plan that will lead to a sustainable funding plan
- Oversee budgeting, financial forecasting, and cash flow.
- Coordinate all audit activities.

### **Desired Qualifications**

The Grant Specialist should have the following experience and attributes:

- Demonstrated experience in Business, Management, or Finance
- Excellent people skills, with experience collaborating in a multidisciplinary, diverse, and dynamic team
- Demonstrated experience in financial management and accounting, ideally in the nonprofit sector
- Experience should include legal, audit, compliance, budget, and resource development
- Flexible and a self-starter; able to multitask while also being highly detail-oriented.
- Personal qualities of integrity, credibility, and a commitment to the CVMSS's mission.

### **Time Demands (approximate):**

- Attend and actively participate in at least 75% of board meetings and AGM (2 yearly board/AGM meetings, approximately 2 hours in length)

- Attend and actively participate in various events and activities, based on your availability. (expected to be a minimum of 8 hours, 1 weekend per month)
- Attend special events such as fundraisers and ground breaking ceremonies (2 fundraisers per year recommended)
- Meet with potential donors/funders to make a case for funding the organization, answer questions, etc. (approx. 4 hours annually)

Financial and Resource Development Expectations:

- Sell tickets to fundraising events
- Recruit sponsors, as needed
- Identify and cultivate potential donors