Business and Grants Manager Position – Open Until Filled, Start-Date: March 1.

The Haines Sheldon Museum (HSM) is an American Alliance of Museum accredited historical institution operated as a non-profit organization. Our facility houses historical collections totaling about 24,000 images, objects and archives dealing with the remarkable human history of the Chilkat Valley. Our building facility is owned by Haines Borough.

The HSM Business and Grants Manager is a ½-time, key employee with responsibility for all areas relating to accounting and financial management, core business and facility functions, and the submission, reporting and management of grants. Compensation range is $22 - $26/hr DOE.

Business Manager Function

Accrual accounting responsibilities include: accounts payable/receivable, maintaining internal control, payroll, SUI/IRS reporting, accurate financial reporting to the HSM Board, creating and modifying the annual budget with the HSM Board, maintaining insurance, working with Haines Borough, and other finance-related activities.

As a not-for-profit organization, the HSM receives income from, both, restricted (grants) and unrestricted sources. The position must develop an understanding of QuickBooks beyond the normal business application—correctly booking income and working with a HSM financial statement. Monthly Duties: financial reports and recommendations to the HSM Board of Directors, reconciling asset accounts, maintaining accrual accounting principles and practices, producing accurate grant reports, uses spreadsheets, conducting Journal Entry adjustments, managing cash and banking.

A critical aspect of the HSM financial management function is transparent and proactive professionalism--discussing concerns with the Board Treasurer and reaching out for help to the HSM Board, or other accounting professionals, when questions or concerns arise.

Facility -- The position also ensuring that the museum facilities are safe and up to code. The Business Manager is responsible for managing contractors and coworker activities dealing with the proper operation of the Haines Borough owned museum facility. Planning building maintenance and operational programs; managing vendor contracts; ensuring the efficiency of all building systems; coordinating safety programs; keeping the board of directors informed; planning and budgeting for needed projects; making progress of Americans with Disabilities requirements.
**Grants Management Function**

Income from grants to fund special projects, and our long-term relationships with funders, are both extremely important to the HSM. The Grants Management duties of the position would depend on the qualifications and years of experience of the individual. Throughout the year, potential grant projects are being planned and others are being managed. This function requires:

- Working with the professional staff and the HSM Board to determine future needs and opportunities for funding;
- Writing and developing fundable grant proposals that focus on the core mission of the entity.
- Carefully researching funding possibilities and identifying new sources of support.
- Communicating to the HSM Board any needs dealing with the timely and professional execution of active/awarded grants and developing strategies that ensure accurate grant completion by staff.
- Closely monitoring grant budgets and deliverables and producing interim and final narrative and financial grant reports to funders.
- Use computer software to supervise administration and grant processes.

**Education and Work Experience**

High School diploma required; a minimum of 2-years of previous experience in accrual accounting and using QuickBooks, including payroll; prefer that education includes at least one undergraduate course in accounting principles; experience with grant development and writing and management.

**Preferred Skills**

Strong working knowledge and understanding of accounting, payroll and grants, as noted;
Self-motivated with attention to detail and the ability to prioritize;
A problem-solving, flexible personality--ready to learn new procedures;
Must be well organized and demonstrate a high level of dependability and integrity;
Effective organizational, interpersonal and communication skills;
Ability to generously assist in problem resolution;
Excellent written communication is essential;
A warm and generous sense of humor, a must!

**Employment Terms:** Position has historically been 20-hrs weekly; Compensation Range DOE: $22 – 26/hr; Paid leave accrual. Start-Date: March 1, 2023

**To Apply:** submit to board@sheldonmuseum.net a Letter of Interest and the completed HSM Application form, available at sheldonmuseum.org. Additional references may be requested. We are glad to field serious inquiries by phone. Please call 907-766-2366