



Member Position Title: Business Manager

Location: Old Glory Honor Flight
321 S. Nicolet Rd., Suite A, Appleton, WI 54914

Work Hours: Monday-Friday daytime hours with occasional evenings and weekends throughout the year.

Position Description: The Business Manager assists the Executive Director with the day-to-day operations of Old Glory Honor Flight including program development, administrative support, financial record keeping, veteran and volunteer relations and donor record keeping. The Business Manager reports to the Executive Director.

Requirements:

1. Supports the mission of Old Glory Honor Flight.
2. Demonstrates professionalism, leadership and vision in managing groups and projects.
3. Enjoys interacting and working with a wide demographic of individuals in a team setting including volunteers, veterans, staff and outside organizations.
4. Possesses excellent, efficient organizational skills, the ability to multitask and work under deadlines accurately.
5. Possesses excellent written and verbal communication skills.
6. Possesses intermediate to advanced computer skills.
7. Has flexibility in schedule to accommodate occasional evening or weekend shifts.
8. Ability to lift 40 pounds.

Description of Responsibilities:

1. Works directly with the Executive Director in program development including long-term planning and operational excellence.
2. Maintains and improves operational systems, processes, and policies in support of the organization.
3. Supervises volunteers, including but not limited to, processing applications, background checks, onboarding, orientation, training, scheduling, and recruitment. Also, coordinates and plans volunteer meetings and celebrations.
4. Assists with flight planning including working with our veterans and their family in preparation of flight.
5. Answers calls and emails throughout the day and disseminates information to appropriate party.
6. Responsible for data entry and maintenance of veteran database and guardian records.
7. Responsible for implementation, data entry and maintenance of new donor database.
8. Assists with marketing efforts on websites and social media sites.
9. Assists with coordinating Pulling For Honor or other major OGHF fundraisers.
10. Assists with all other duties as needed.

We offer a fun, fast paced, casual work environment. The salary range is \$45,000-\$52,000 depending on experience.

TO APPLY: email cover letter and resume to Diane MacDonald at diane@oldgloryhonorflight.org.