



Business Manager Position Description & Candidate Profile

Location: 100% Remote

Salary Range: \$110,000-\$140,000

Do you want to end every day knowing you helped our country get a little closer to justice? Do you want to be part of a small-but-mighty team that prioritizes laughter, mutual support, and wellbeing? Do you thrive in nimble, all-hands-on-deck, start-up environments? Then we want to talk to you!

Who We Are

TheCaseMade Incorporated, founded by Dr. Tiffany Manuel in 2019, is a minority- and woman-owned small business with huge ambitions. Our mission is to transform communities all over the world by helping leaders build the public will to intentionally tackle the issues of equity and inclusion. We work across sectors and issue areas to help leaders understand the power of Strategic CaseMaking™ and to use it as a critical instrument for systems change. Our approach is to use training, workshops, community engagement, and consulting to deliver resources that are transformative. Our current partners are national philanthropies, state advocacy organizations, community coalitions, and local governments, among others.

What We're Looking For

First and foremost, we're seeking joyful, kind, brave leaders who share our deep commitment to advancing racial equity both inside and outside of our organization. As TheCaseMade's first Business Manager, you'll be responsible for transitioning current planning, budgeting, finance, proposal/contracts management, and payroll responsibilities away from the CEO and building and implementing rigorous strategies, systems, policies and procedures that will set our organization up for success as we grow. Initially a department of one, you will need to liaise with outside vendors and execute on a wide-range of tasks, while mentoring other team members to support you, as needed.

In our start-up environment, you should expect to wear many hats – including ones we probably don't even know about yet – but specific responsibilities could include:

Leadership/ Management

- Promote a strengths-based workplace culture of collaboration, innovation, and respect
- Develop excellent working relationships with the team, vendors, and stakeholders
- Think creatively about and advocate for future organizational needs
- Actively train, mentor and work closely with team members
- Manage client or special projects, as needed

Planning/ Budgeting

- Design, develop and implement financial strategies, systems, policies and procedures to ensure financial control and compliance requirements

- Develop and implement multi-year and annual budgeting processes; analyze and prepare data for annual budget and budget-to-actual expense comparisons on a regular basis
- Evaluate cash flow needs and create financial models and design solutions for robust and responsible financial goals and projections
- Prepare budgets for client and grant proposals, manage internal bookkeeping related to incoming grants and contracts

Accounting/ Finance

- Establish and monitor the implementation and maintenance of accounting controls and procedures; ensure financial records are maintained in compliance with accepted policies and procedures and all financial reporting deadlines are met
- Prepare accurate and timely financial reports, dashboard of key metrics and cash flow analysis/projection
- Work with our accountants to produce timely, accurate and relevant financial statements

Human Resources

- Ensure compliance with labor rules & laws regarding fair labor standards, anti-discrimination, sexual harassment and more.
- Manage payroll, adding new employee files and editing existing files, complying with tax laws

Profile of the Successful Candidate

We believe that strengths and skills come from many places, and that rigid qualifications further harm people who have been historically shut out of opportunity. The profile below is meant as a guide – we encourage people with diverse experiences to apply.

- Passion for our mission and commitment to a diverse, equitable and inclusive workplace
- Ability to quickly adapt to and problem solve the evolving needs of a growing organization
- Commitment to professional excellence, fiduciary duty and discretion
- Experience collaborating with a wide variety of internal and external stakeholders
- Well-rounded accounting experience, including experience with management of reporting, budget development and analysis
- Bachelor's degree in related field (e.g., accounting, finance or business), MBA or relevant advanced degree (preferred)
- 8-10 years of experience at both the strategic and tactical level in financial management
- CPA designation (preferred)
- Experience working with philanthropic grants and/or with nonprofits (preferred)

To Apply

Please submit your resume and either a written cover letter or a 1–2-minute max video answering the question “*What about working at TCM interests you the most?*” to Dr. Victoria Brown at TalktoUs@TheCaseMade.com. If you choose to submit a video, please title the file using your First and Last name_Business Manager. Applications will be reviewed on a rolling basis, as we are eager to fill the position as soon as possible.

Learn more at [TheCaseMade](#).