



Business Manager

The Fort Worth Report, a nonprofit, nonpartisan digital news organization that is Tarrant County's fastest-growing source of local news, has an opportunity for an organized, problem-solving business manager ready to take on a key role on our growing team.

In this newly created position, you will manage and strengthen our administrative operations, and generally keep the trains running on time in our nonprofit newsroom. We launched in 2021 with 6 employees; you'll become the 19th full-time employee, and the first of four new business team members we expect to hire in 2023.

This role will play an important part in overseeing and executing the day-to-day processes that support our team members and our revenue team. Ideally, you're organized, detail-oriented, efficient and enjoy both creating and streamlining processes and then keeping them running smoothly. On an average day, you'll pivot between multiple tasks, such as paying invoices, thanking donors, managing advertising inventory, assisting with an event, onboarding a new staff member, and answering reader questions.

You'll become the point person in many key finance, development and human resources matters, playing a key role as we grow from a small startup into a more mature organization. There is much room for growth in this position and on our team.

This position is part of our growing business team and reports to the Chief Development Officer, but you'll work closely with other members of the management and business teams.

The key responsibilities for this role:

Finance:

- Assist with daily bookkeeping and financial reporting in coordination with our external accountant
- Administer our PEO (Justworks), managing payroll, expense reports and keeping colleagues aware of deadlines and tasks in those systems
- Project management support on grants, such as tracking restricted grant spending and providing financial reports for grant reporting purposes
- Support annual budgeting process
- Support preparation and management of annual audit



- Provide reports for monthly board meetings
- Help manage contract renewals and professional memberships, such as business insurance, software and marketing vendors, Chamber of Commerce memberships, and professional memberships

Development and marketing:

- Salesforce resident expert
 - Manage overall donor acknowledgment process
 - Develop and maintain ongoing thank yous for individual donors
 - Enter all checks and Quickbooks payments into SF
 - Maintain digital donor wall
 - Manage thank you process for corporate and foundation donors
 - Pull reports for CDO and others as needed
 - Oversee year-end tax receipt letters
- Assist with some annual reports and surveys, such as INN Index, LION reports, etc.
- Manage ad inventory for website and newsletter, including scheduling and placement
- Produce reports for advertising clients
- Manage inventory and ordering for marketing collateral, office supplies and merchandise
- Serve as first point of contact for reader inquiries
- Manage room reservations for board meetings, Candid Conversations, other events
- Assist with our public events as needed

Human resources:

- Manage and refine our onboarding process for new employees.
- Manage annual benefit enrollment period and ongoing tasks
- Support in codifying, updating and implementing employee policies, including keeping employee handbook updated and aligned with our organizational values
- Assist with recruitment efforts for Fort Worth Report positions; placing job listings, keeping records of applicants, and helping to foster diverse candidate pools.
- Manage employee HR files and legal documents.
- Oversee expense reimbursement process.

What we're looking for in a candidate:

- Excellent task and project management skills
- Ability to keep track of multiple competing demands
- A strong customer-service approach and mindset focused on finding solutions.



- Discretion and confidentiality when communicating about sensitive topics.
- Related work experience, including nonprofit operations, human resources or executive support.
- Interest in nonprofit journalism and a desire to help create a better community.
- Experience in Salesforce or a similar CRM
- Experience in QuickBooks
- Experience in Google Workspace (Google Sheets, Google Docs) and/or Microsoft Office suite
- Strong oral and written communication skills
- Bilingual (English-Spanish) appreciated but not required
- Kind, flexible and life-long learner

This is a full-time, exempt position. Expected starting salary range is \$55,000-60,000, depending on experience and qualifications.

We offer a competitive salary plus health insurance (medical, dental, vision); a 401k with employer match; generous holiday, sick and vacation leave; and flexible work hours.

There are great candidates who might not check all these boxes or who hold important skills we haven't listed. Don't hesitate to apply and tell us about yourself. FWR is an equal opportunity employer and is committed to hiring employees from diverse backgrounds. People of color, women, LGBTQ+, and differently-abled people are strongly encouraged to apply.

As a start-up, we're often called to wear many hats and jump in to help each other when the situation calls for it. We're committed to maintaining a healthy work-life balance and providing a place for staff to feel supported in their professional growth and achieve ambitious goals.

To apply, [click here](#) to go to our online application. Closing deadline is March 31, 2023.