

Business Manager



About Us

Bonnyvale Environmental Education Center (BEEC) is a nonprofit nature center in southern Vermont dedicated to connecting people of all ages with the natural world. Through hands-on environmental education programs, community events, and stewardship of our trails and habitats, we inspire a deeper understanding and appreciation of the environment.

Position Overview

We're seeking a Business Manager to serve as our central office support person, as well as a key point of contact with the general public and BEEC members, donors, staff, and Board.

Key Responsibilities

- Answering inquiries from the general public, BEEC members, businesses, and donors
- Communications with BEEC members, donors and participants
- Coordinating registrations for programs and events
- Assisting with fundraising events
- Supporting the director and staff with day to day operations
- Updating the donor management and accounting software
- General office support and coordination of various facilities related activities
- Managing, improving, and troubleshooting administrative systems with staff
- Managing invoices, bills, accounts, insurance policies, etc.
- Assisting with marketing mailings, appeals, and other fundraising activities
- Supporting the director in the processing and tracking of grants
- Supporting the director in the organizational budget process
- Managing subsidy payments and respective platforms

Required Qualifications

- Proficiency with Google Workspace
- Proficiency with donor management systems, e.g. Little Green Light
- Proficiency with QuickBooks Online
- Strong organizational skills and attention to detail
- Excellent written and verbal communication skills
- Ability to manage multiple projects and prioritize tasks effectively
- Ability to work independently and collaboratively as part of a small team
- Comfortable learning new software and troubleshooting basic tech issues
- Ability to maintain confidentiality and handle sensitive information appropriately

Preferred Qualifications:

- Associates or Bachelor's degree in Business
- Experience with Wordpress, Constant Contact, and Adobe Acrobat
- Experience working in a nonprofit or mission-driven organization

Compensation & Benefits

- This is a part time salaried position. An average of 20 hours per week job that pays in the range of \$20-25
- Flexible schedule and hybrid work options, but there is mandatory in person attendance at weekly staff meetings and an expectation for in-office, collaborative work
- Paid time off, holidays, and professional development opportunities
- Work in a beautiful natural setting with a mission-driven, supportive team

To Apply

Send a cover letter and resume to jobs@beec.org

BEEC is an equal opportunity employer, striving for a diverse workplace. We encourage all qualified candidates to apply. For more information about BEEC and what we do, visit BEEC.org

Bonnyvale Environmental Education Center

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