

**POSITION: Business Manager – Part Time**

**ORGANIZATION:** Anthracite Heritage Museum and Iron Furnaces Associates, Scranton, PA 18504

**ACCOUNTABILITY:** The Board of Directors of the Associates

**SUPERVISION:** The Site Administrator is the immediate supervisor of the Business Manager

**SUMMARY:** The Business Manager of the Anthracite Heritage Museum and Iron Furnaces Associates is an integral part of the financial operations of this non-profit organization. As the Museum Store manager and staff liaison to the Board of Directors, candidates for this position must possess skills and experience not only in financial management and bookkeeping, but should also have an interest in historic preservation and interpretation, as well as educational programming and community engagement. The Anthracite Heritage Museum and Iron Furnaces Associates is a support organization to the Anthracite Heritage Museum/Pennsylvania Historical and Museum Commission that operates under agreement to carry out museum support and program functions.

**SCOPE OF RESPONSIBILITIES:**

- The Business Manager will assist the Associates and specifically the Board Treasurer to carry out the fiscal, business, legal and tax responsibilities of a non-profit 501(c)(3) corporation. The manager will prepare the mandated associates reports, documents and relevant material for the auditors.
- The Business Manager will assist the Associates in complying with its mission as defined by the terms of the Agreement between the Commonwealth of Pennsylvania, Pennsylvania Historical and Museum Commission and the Anthracite Heritage Museum and Iron Furnaces Associates (see below).
- The Business Manager will assist the Associates in attaining the goals of the Annual Program and Budget.
- The Business Manager will work closely with Commonwealth staff and Associate board members.

**SPECIFIC DUTIES:**

- Oversee the operation of a museum store with two part-time personnel. Duties include purchasing, planning, sales, merchandise handling, inventory, personnel, marketing and operation.
- Maintain an active volunteer recruitment program.
- Perform payroll functions for all Associates personnel.
- Implement a membership program in concert with the Board; including an established dues structure, production and distribution of newsletters, membership programming and related activities appropriate to a membership organization.
- Work with the Museum staff in implementation of an enhanced community and public relations program.
- Help coordinate fundraising activities.
- Oversee the Workman's Compensation Insurance and Comprehensive General Liability policies of the Associates.
- Perform bookkeeping functions of all Associates accounts including but not limited to two checking accounts and one money market account.
- Meet on a regular basis with specific committees of the Associates including Finance, Membership, Museum Store, and Personnel and make recommendations on how to best accomplish the Associates Mission.

- Keep up with new techniques in office automation to better manage membership campaigns, store inventory and program timetables.

**PERSONAL REQUIREMENTS**

Bachelor's degree (or equivalent formal education background) desired.

Minimum of two years management experience with knowledge of general principles of management.

Must be conversant with the needs of support people, volunteers and customers.

References required

**THE MISSION OF THE ANTHRACITE HERITAGE MUSEUM AND IRON FURNACE ASSOCIATES** is to preserve, promote and interpret for citizens and visitors the evolving heritage of the people who lived and worked in Pennsylvania's hard coal region of northeastern Pennsylvania in cooperation with the Pennsylvania Historical and Museum Commission and its facilities.

Deadline: November 23, 2016

Send résumé and letter of application to:

Personnel Committee Chair

c/o Anthracite Heritage Museum

22 Bald Mountain Road

Scranton, PA 18504

Or, send digital files to [ahmuseum@verizon.net](mailto:ahmuseum@verizon.net)