Business Manager

Stitch Buffalo is a nonprofit textile art center committed to empowering refugee and immigrant women through the sale of their handcrafted goods, inspiring creativity and inclusion through community education, and stewarding the environment through the re-use of textile supplies. For more information, please visit: www.stitchbuffalo.org

Position Title: Business Manager
Reports to: Executive Director
Employment Type: Part-time, anticipate expanding to full-time; hybrid work environment (home and on-site)
Compensation: $22-$25 if hourly; commensurate with experience
Location: Buffalo

Responsibilities

The Business Manager has overall responsibility for fiscal and day-to-day operations of retail space, programming, educational services, and related administrative duties at Stitch Buffalo. Work may involve project management. In addition, the Business Manager supports activities related to donor relationships.

Qualifications

- At least 3 years’ work experience in financial and administrative management of nonprofit
- Demonstrated ability to work across a diverse range of communities and cultures
- Ability to work with other staff, Board of Directors, community partners, members, and volunteers
- Strong written and oral communication skills
- Ability to work in a fast-paced environment with responsiveness to time sensitive tasks
- Proficiency with Quickbooks, Microsoft Office and Google products
- Possible need for flexible hours, including nights and weekends
- Ability to work independently with a high level of accountability and attention to detail
- Commitment to excellence, teamwork and continuous learning

To Apply:
Please submit a cover letter and resume with “Business Manager” in the subject directly to info@stitchbuffalo.com. Applications are only accepted electronically. Stitch Buffalo is accepting applications until December 15, 2022.

Stitch Buffalo does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, disability, veteran status, marital status, or based on an individual’s status in any group or class protected by applicable federal, state or local law. Stitch Buffalo encourages applications from minorities, women, those with disabilities, veterans and all other qualified applicants.