

## **POSITION DESCRIPTION**

**Organization:** Boulder Jewish Community Center [Boulder JCC]  
**Job Title:** Rentals Business Manager  
**Department:** Operations Department/Rentals  
**FLSA Status:** Non-Exempt

### **ABOUT THE BOULDER JEWISH COMMUNITY CENTER**

The Boulder Jewish Community Center's [Boulder JCC] mission is to provide programs and services based in Jewish values and traditions in a place where people of all ages and backgrounds gather to connect, exchange ideas, learn, and grow. The Boulder JCC is recognized for its innovative approaches to community engagement with the next generation and families through meaningful experiences and philanthropy.

In 2016, the Boulder JCC opened its new 52,000 square foot facility sitting on a beautiful 10-acre campus in East Boulder. As a community convener and one of the central addresses of Jewish life in Boulder County and beyond, the Boulder JCC prides itself on offering a wide array of community programming including one of the best Boulder preschools, day camps, after school classes, and arts and culture programs serving infants, toddlers, youth, families, teens, young adults, and adults. The new Boulder JCC further fulfills its mission by being a primary destination for all of Boulder County as a place for meetings, celebrations, fundraisers, and other community events.

The staff at the Boulder JCC is hard working, collaborative, passionate, and committed to mission. The team is driven by a desire to serve the community broadly and deeply. The organization continually strives to improve its delivery of content and services with a focus on its values. The Boulder JCC endeavors to hire individuals who are committed to the JCC's values, believe in the power of community and want to help grow a dynamic organization.

### **JOB SUMMARY**

The Rentals Department Business Manager reports directly to the Event and Rental Director and has the primary responsibility of providing accounting support and maintaining organized rental information for the Rentals Department. This position is responsible for managing new and returning client account records, serving as the financial interface for the Rentals Department, acting as the liaison between the Rentals Department and the Boulder JCC Finance Department, and serving as the primary administrator for the Rentals Department. This role carries significant responsibility for interfacing with current and prospective clients and will be expected to serve as a key knowledge center for the Rentals Department as well as a resource for the Boulder JCC related to Rentals Department financial matters.

## KEY RESPONSIBILITIES

### ***Financial Resource Management***

- Manage the contract completion process for all events once proposals are approved
  - Ensure contracts are correct, signed, and copies distributed to all stakeholders
  - Update contracts and invoices as event details shift
  - Send out final invoices after events are completed
  - Ensure all insurance forms are received for every event as required and on a timely basis
  - Ensure City of Boulder Special Event Permits are on file for every event as required and on a timely basis
  - Ensure billing is setup according to client's request
    - Follow up with clients regarding non-payment
- Ensure financial information is only accessible to Event and Rental Director, Finance Team, and others as needed
- Work with Event and Rental Director of the Rentals Department and the Senior Director of Finance to develop the Rentals Department annual budget
  - Work with Rentals Department staff to manage to monthly budgets, make purchases in accordance to budget expectations, track purchases
  - Discuss out-of-budget purchases/requests and budget variances with the Event and Rental Director on a monthly basis
- Partner with Finance Bookkeeper to ensure all billing information is correctly accounted for, and on track to achieve financial goals
  - Meet with Bookkeeper on a regular basis to reconcile between Salesforce (or other sources of income) and QuickBooks
- Assist Event and Rental Director in identifying and pricing the services of the Rentals Department
- Oversee contracts with preferred caterers and other vendors as needed
  - Ensure contracts are signed and current
  - Ensure current certificates of insurance are on file
  - Ensure Facility Maintenance Fees are up to date and paid in a timely fashion as applicable
- Support and monitor adherence to Boulder JCC financial policies within the Rentals Department

### ***Administration Management***

- Respond to current clients, prospective clients, visitor inquiries, or staff about the Rentals Department and BJCC
  - Serve as Rentals Department representative and field inbound phone calls to Rentals Department as needed
  - Deliver timely and accurate information about the Boulder JCC and its rental facilities and capabilities
- Partner with Rentals Department staff to research and develop new services
- Maintain (physical and electronic) client files

- Ensure files comply with all state and federal laws
- Assist Event and Rental Director with scheduling staff and training logistics as needed
- Support and monitor adherence to BJCC operating policies

### ***Information Management***

- Support in maintaining all master calendars and ensuring that all data is entered and maintained in a consistent and organized manner.
- Partner with Data Manager to create and maintain Salesforce reports for the Rentals Department.
- Work with the rest of the Operations Team to ensure technology is serving the Rentals Department and its many workflows
- Evaluate current and prospective software to enhance the management of data and processes for the Rentals Department
  - Partner with the BJCC Operations and Finance Teams for any new software considerations

### ***Other***

- Join other Rental Department staff in meetings with potential clients for sales presentations and facility tours.
  - Serve as backup in the event the Event and Rentals Director and Rentals Coordinator are both unavailable.
- Provide support to other Program teams as needed and requested by the Event and Rental Director or Senior Director of Operations

### **QUALIFICATIONS/SKILLS**

- Undergraduate Degree in a relevant field
- 2 or more years of experience working in a similar capacity
- A passion for working in a community center setting
- Organized and detail oriented
- Demonstrated quantitative and analytic skills
- Strong written, verbal, and interpersonal communication skills
- High attention to detail and customer service
- Some demonstrated proficiency in Microsoft Office Suite, Google applications, DropBox, Excel, QuickBooks; Experience with Salesforce is a plus
- Ability to manage tasks, prioritize issues, execute work in an efficient and timely manner, and track and manage multiple work streams at once
- Ability to work collaboratively