THE MARION I. & HENRY J. KNOTT FOUNDATION

Business Manager

The Business Manager is the Knott Foundation’s primary business operations staff person. The position reports to the Executive Director and is responsible for a wide range of duties that support the operations of the board of trustees, finances, human resources, and general office administration of the Foundation.

Primary Responsibilities:

Board & Committee Support
- Outline and schedule all board and committee meetings each year.
- Prepare agendas and coordinate the development, assembly, and distribution of board and committee meeting materials, including trustee trainings.
- Attend all board and committee meetings and take official meeting minutes.
- Maintain records and historical documentation for board and committees.
- Coordinate the development of committee reports by committee chairs each year.

Financial & Human Resources Administration
- Record, process, and coordinate documentation for all foundation bills and checks, including coordination with the Grants Manager on all grant payments.
- Service the Foundation’s ground rent portfolio, including invoicing, check processing, monthly reporting, and customer service to ground rent holders and related constituents.
- Forecast and maintain proper balances in the Foundation’s bank accounts.
- Gather all requested documentation for auditors each year.
- Work with the bookkeeper and Executive Director to prepare an annual budget for review by the Treasurer and Board President.
- Serve as the primary liaison with the Foundation’s bookkeeper and insurance brokers and the secondary liaison with the Foundation’s investment consultants, tax advisor, and auditor.

Office Operations
- Serve as the greeter and front desk person, welcoming and directing all visitors.
- Manage inventory and ordering for all office supplies, equipment rental, postage meter, and food services for foundation meetings.
- Supervise and coordinate building maintenance, office cleaning, snow removal and grounds maintenance.
- Act as the primary liaison for the tenants in Suite 200, collecting rent, responding to maintenance requests, scheduling the conference room, etc.
- Create, edit and distribute correspondence as needed, and coordinate all mailings of foundation communications.

Special Projects
- Assist the Executive Director or Grants Manager in evaluating grant proposals and conducting site visits or conference calls, as needed.
- Attend community events and professional association meetings pertinent to responsibilities.
- Provide administrative support to the Executive Director.
• Other duties, as assigned.

Skills & Qualifications:

• Solid organizational skills, attention to detail, and ability to prioritize work and meet deadlines.
• Strong information technology skills, including significant experience with Microsoft Office suite, QuickBooks, internet search engines, and data entry.
• Independent and flexible learner, with a willingness to take on essential (but sometimes repetitive or mundane) activities in a small-staffed office.
• Demonstrated proficiency in written and oral communication.
• Excellent interpersonal skills.
• Must possess the highest level of personal and professional integrity.
• High School Diploma or equivalent; Bachelor’s Degree preferred.

About Us:

Located in Baltimore, Maryland, the Marion I. & Henry J. Knott Foundation is a Catholic family foundation committed to honoring our founders’ legacy of generosity to strengthen our community. Learn more at www.knottfoundation.org.

Salary and Benefits:

The median annual salary range for this position is $60,000 – $75,000. Benefits include health, dental, and vision insurance; 403(b) retirement matching; vacation, sick, and personal days; tuition reimbursement; a matching/discretionary grant allocation; and some hybrid/remote work capability.

Application Deadline:

Consideration of applications will begin on February 10. The posting may be closed at any time.

How to Apply:

Interested applicants should email a cover letter and resume (saved as one PDF) to knott@knottfoundation.org. In your cover letter, please address how your skills and experience relate to the position’s responsibilities. As we are a small office, we look forward to your email but are unable to respond to phone calls regarding this inquiry. Applicants who move forward in the process will be contacted directly and may be asked to participate in phone/video/in-person conversations, provide references, complete simulated work assignments, submit other work samples, or the like. The Knott Foundation is an equal opportunity employer.

Thank you for your interest!