



**Job Title:** Business Manager, Weatherization Program  
**Classification:** Full time **Exempt Status:** Exempt  
**Reports to:** Program Director **Direct Reports:** Yes

Community Action Agency of Greater Kansas City is a nonprofit organization providing programs and services to low-income residents of Jackson, Platte and Clay counties, Missouri.

The Business Manager will be in charge of all administrative and managerial operations for the Weatherization Program. They will oversee office and field staff, assign work tasks and set deadlines for program goals. The Business Manager will develop and implement procedures to improve business operations while supervising team members who perform work indoor and outdoor, exposed to all temperatures and weather conditions.

**Minimum requirements:**

1. Bachelor's degree in Business Administration, Project Management, or other related field
2. Demonstrate strong project and department management experience
3. Experience understanding and complying with contracts
4. Ability to calculate mathematical formulas
5. Experience working with the public
6. Excellent communication and organizational skills
7. Some evenings and weekend hours required
8. Reliable transportation, valid driver license and maintain active car insurance

**Essential job functions:**

1. Manage department and supervise staff
2. Ensure all work performed is in compliance with all Federal, State and Agency regulations and guidelines
3. Ensure the program is implemented in all three (3) counties
4. Oversee department budget
5. Report program outcomes
6. Work closely with Fiscal and Quality Assurance department to ensure compliance according to grantors guidelines
7. Develop and maintain Standard Operating Procedure Manual
8. Develop and maintain sealed bids with contractors
9. Approve payment to contractors
10. Effectively analyze and identify trends and provide feedback and reports to improve efficiencies and reduce errors
11. Ensure audits are conducted per funder guidelines
12. Ensure all staff maintain compliance with all company policies and procedures
13. Perform excellent customer service to participants, staff and vendors by telephone, in person and/or in writing



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14. Ensure data is entered accurately in database systems
15. Adjust to frequent change in duties and procedures
16. Be nonjudgmental and objective in working with clients, vendors and coworkers
17. Work independently and in team settings and adhere to deadlines
18. Work effectively and efficiently in high stress situations
19. Perform other duties as special projects are assigned
20. Represent CAAGKC at special events, meetings and/or remote locations to collect and/or inform applicants of programs and services
21. Inform participants of other CAAGKC programs and services they may qualify for
22. Any other duties as assigned

**Physical Demands:**

Sitting	70%	Standing	20%
Bending	5%	Lifting	5% ability to lift at least 25 lbs. or less

**Work Environment**

In office	90%
Out of office	10%