

**JOB TITLE** - Business Manager

**JOB DESCRIPTION** - The Wassenberg Art Center is looking for a Business Manager. The Business Manager runs the financial and operational strategy of the Wassenberg Art Center (WAC) in order to advance its mission. This role reports to and works closely with the Artistic Director, engages with the WAC Board, and is assisted by the Administrative Coordinator. Priority areas include operational management, fundraising, and public engagement. Some evening or weekend hours are required for events or outreach. Effective delegation and time management are essential to success.

**KEY RESPONSIBILITIES INCLUDE:****Mission and Values Alignment**

- Uphold the vision, mission, and values of the WAC and the VWCF
- Demonstrate a commitment to continuous learning and professional growth

**Programs & Events**

- Collaborate with the Artistic Director to align programming with strategic goals and community impact
- Support event planning by ensuring adequate staffing and resource allocation
- Delegate logistics to the Administrative Coordinator as appropriate
- Approve and oversee facility use and rentals in coordination with the Administrative Coordinator
- Oversee the gift shop, and obtain new vendors as needed in coordination with the Administrative Coordinator

**Governance & Operations**

- Establish policies and procedures necessary to guide the work of the organization
- Review all policies, licenses, compliance, contracts, and financial transactions
- Assist with onboarding employees and volunteers
- Organize and support committees, including scheduling, logistics, and collaboration with committee chairs
- Prepare monthly board packets (minutes, reports, financials) and attend board meetings to report on outcomes
- Establish work plans that outline goals, tasks, timelines, responsibilities, resources, and evaluation methods to guide and track successful programming and submit for review by the Artistic Director

**Finance & Fundraising**

- Help develop the annual budget along with the Artistic Director, the Executive Committee, and the CEO by November 1
- Monitor finances and provide monthly analysis of programs and of the organization to the Board
- Strengthen sustainability through financial planning and fundraising with support from the Board
- Identify and secure grants, donors, and sponsorships
- Coordinate and assist with payroll

**Collaboration and Support**

- Provide support to the Artistic Director
- Defer final decisions on contracts, budgets, or brand messaging to the Artistic Director
- Participate in weekly staff meetings to support unified communications and logistics
- Build relationships with artists, supporters, and partners

**INDUSTRY** - Other**LOCATION** - Van Wert**JOB TYPE** - Full-Time Employment; Part-Time Employment**EDUCATION** - Associate Degree; Bachelor's Degree**BENEFITS** - Retirement Benefits; 401(k) match; Health Insurance, Life Insurance**EXPERIENCE/CERTIFICATIONS REQUIRED**

- A degree in Art, Business, Marketing, or a related field is preferred
- 5+ years in nonprofit, arts, or cultural leadership
- Skilled in budgeting, grant writing, and financial reporting
- Effective team leader and communicator
- Proficient in organizational and project tools
- Adaptable, detail-oriented, and proactive

**CAREER LEVEL** - Experienced

**SALARY/BENEFITS** - Competitive and commensurate with experience

**HOW TO APPLY** - Email a cover letter and resume to [meagan@vanwertcountyfoundation.org](mailto:meagan@vanwertcountyfoundation.org) by August 8, 2025