

**Business Manager – Capuchin Soup Kitchen
The Province of St. Joseph of the Capuchin Order - Detroit**

Inspired by the gospel of Jesus and the example of Francis of Assisi, the Capuchin friars of the Province of St. Joseph, together with our partners in ministry, prayerfully build sister-brotherhood in the world. We attend simply and directly to the spiritual and other basic human needs, especially those of the poor and disenfranchised, promoting justice for all.

The Province of St. Joseph of the Capuchin Order, is currently seeking a Business Manager for our Capuchin Soup Kitchen/CSK ministry. The role of the Business Manager will be to work with the Leadership Team to ensure an effective system is implemented for the operations of the CSK ministry and sites.

Essential Duties include:

- Demonstrate, exemplify and support the Capuchin Charism and Provincial Mission, Vision and Values throughout all professional responsibilities and activities.
- Further develop and implement accounting and cash management procedures following standard accounting principles. Have a through knowledge and understanding of CSK financial transitions. Generate related monthly reports for areas of operation.
- In coordination with the ministry director, develop the annual budget for CSK.
- Responsible to develop a system to track and manage all grants received by CSK. This includes either completing grant reports or making sure others complete grant reports on a timely basis. This also includes ensuring appropriate financial procedures are in place to track restricted grants, special donation programs and in-kind donations.
- Develop and implement a centralized system to track all permits, licenses and the related renewal processes required for the operation of CSK.
- Work with the Facilities department and CSK Managers to ensure there is a preventative maintenance schedule in place and being followed for CSK buildings and equipment.
- In collaboration with the Facilities Department, Leadership Team and Ministry Director, develop safety procedures for CSK and all sites.
- In collaboration with Human Resources, develop emergency and communication procedures due to weather, power outages and other types of emergencies. Work with Leadership Team to have back up plans to provide limited services during times of emergency.
- May assist in the evaluation of programs and services provided through CSK.
- For each CSK site, develop and maintain a chart of all regularly scheduled guest programs such as prayer services, AA groups, job clubs, clinics, meetings, etc. This would include contact information for who leads the program and what staff person oversees the program.
- Assist in coordination of transportation for various CSK sponsored events or activities.
- Work with friars, employees and volunteers to develop a comfortable, hospitable and supportive environment for guests of the CSK.
- Comply with Province and ministry policies, procedures, guidelines and standards.

Qualifications: Minimum of associate's degree in related field and/or 6 years experience working in the business/operations of a non-profit agency or ministry. Experience with and understanding of good business and accounting practices and procedures. Must be able to: work independently and as part of a team; have good writing skills; have attention to detail; display effective hospitality skills; work with people of various backgrounds and life experiences; have an appreciation of the mission and a belief in the value of spiritual and human development; have a professional demeanor and appearance.

The Review of resumes will begin immediately. Please send letter of interest and resume to: employment@thecapuchins.org Please include "Business Manager - CSK" in the subject line.

Or mail to:

Attention: Human Resources
Business Manager - CSK
The Province of St. Joseph of the Capuchin Order
1820 Mt. Elliott Street
Detroit, MI 48207

Open for Internal and External Candidates 11/13/17 through 11/30/17