

The Conservation Society Of San Antonio

JOB DESCRIPTION

JOB TITLE: NIOSA® Business Manager
Incumbent: Pending
Supervisor: Executive Director, NIOSA Chairman
Evaluated By: Executive Director

JOB SUMMARY

Coordinates the business of the A Night In Old San Antonio® Committee with adherence to Board of Directors adopted NIOSA guidelines, plans, and policies. Promotes NIOSA, NIOSitas, and organizes and assists in the organization of procedures and policies that will increase the efficiency of NIOSA and NIOSITAs and increase revenues.

REQUISITE SKILLS/EDUCATION

1. Bachelor's degree or equivalent experience.
2. Three or more years in management and staff supervision.
3. Three or more years experience working with volunteers.
4. Five years event management experience to include budgeting, insurance, inventory control, recruiting, publicity, and marketing.
5. Possess and maintain a valid Class C driver's license issued by the Texas Department of Motor Vehicles.
6. Maintain a current American National Standards Institute (ANSI) Food Protection Manager Certification.

POSITION QUALIFICATION/JOB DUTIES

LEADERSHIP

1. Self-directed and self-disciplined to work independently, with sound judgment and a practical approach to assure good working relationships with volunteers, staff, vendors, and others.
2. Presents a good public presence through professional demeanor, maturity, engaging personality, integrity and polished verbal and written communication skills.
3. Interact with associated professionals to convey and develop NIOSA interests and projects in association with the chairman.
4. Must be able to work with volunteers and maintain a pleasant demeanor while performing in a sometimes highly active and at times stressful environment.

STAFF MANAGEMENT

1. Supervise and evaluate NIOSA Staff both permanent and temporary with adherence to policies and positions to ensure an efficient and timely flow of work assignments.
2. Coordinate with Properties Restoration Manager workflow and work orders for Society/ Foundation.
3. Organize and operate the office in an efficient manner.
4. Develops subordinates' skills and encourages growth.
5. Approve digital timecards for payroll as well as time off requests.

6. Meet weekly with NIOSA Chairman and Vice Chairmen to assure appropriate coordination of staff services.
7. Meet monthly with NIOSA Chairman, President, and Executive Director to ensure coordination of NIOSA Committee and Conservation Society guidelines and policies.

ADMINISTRATION

1. Oversee long range planning for NIOSA and NIOSITAs and assure that plans are implemented and updated on an ongoing basis.
2. Assist the NIOSA Chairman and committees in developing annual plan for presentation of NIOSA; performing research and providing background data to assist in successful planning for all phases of the event and monitoring plan to ensure timelines are met.
3. Provide information on history, traditions and high standards that are crucial to uniqueness and long-term success of NIOSA; ensure that these standards are met. Attend meetings with NIOSA Advisory Committee.
4. Oversee plan for recruiting, training, and maintaining a strong volunteer base.
5. Maintain the inventory system and delivery schedule of all supplies, equipment, and souvenirs for NIOSA.
6. Report all pertinent information in a timely manner to the President, Executive Director and NIOSA Chairman.
7. Perform additional duties as assigned by the President or NIOSA Chairman.

FINANCE

1. Assist with preparation of annual NIOSA budget and ensure that budget guidelines are met.
2. Oversee NIOSA and NIOSITA long range planning revenue projections to assure that goals are met.
3. Oversee implementation of quantitative and qualitative research programs and analyze the data to successfully enhance the sales and marketing goals for NIOSA and NIOSITAs.

PUBLIC RELATIONS

1. Ensure that there is an effective annual public relations plan for NIOSA and NIOSITAs and that it is implemented.
2. Monitor and supervise special issues and concerns that may arise in the community related to NIOSA.
3. Participate in industry-related and community organizations.

NIOSA COORDINATION

1. Oversee the editing and production of all NIOSA material and merchandise.
2. Ensure compliance with NIOSA contract, all city ordinances and insurance requirements related to NIOSA.
3. Prepare specifications for purchases and services.
4. Manage vendors to secure goods and services at a fair price, meet deadlines and support the mission of the event.
5. Oversee the planning process of appropriate meetings and training classes for NIOSA volunteers.
6. Oversee the planning process of NIOSA functions and events.

7. Coordinate special projects as necessary.
8. Oversee the event’s logistics plan, including vendor management, grounds set-up, distribution procedures, security and risk management plan and close-down operations.
9. Develop and coordinate preventive maintenance programs for all NIOSA equipment.
10. Ensures American National Standards Institute (ANSI) Food Protection Manager Certification is renewed every 5 years according to ANSI accreditation.
11. Must be flexible and perform other duties as required, including some after-hours work. Schedule subject to change.

PHYSICAL FACTORS

- Must be able to remain in a stationary position for 80 percent of the time
- Frequent lifting and carrying up to 20 lbs.
- Frequent lifting, bending, kneeling, reaching, and climbing ladders
- Occasionally works in outdoor weather conditions.

JOB DESCRIPTION EFFECTIVE: August 1, 2022
 ANNIVERSARY DATE:
 CLASSIFICATION: Exempt

Approved by: _____
 Kathy Rhoads, President
 San Antonio Conservation Society