



Business Manager

Skillful Means Training and Consulting is a small boutique coaching, consulting and training company based in Durham, NC focused on serving Executive Directors and CEOs of social impact organizations to be more effective in bringing their organizational visions into the world, generate more revenue and develop positive internal cultures to support success.

The company is looking for a business manager to help the CEO effectively run this growing business. Desired skills and past experiences include:

- On-line Research
- Business Event Planning
- Strong Organizational Skills
- Comfortable with Word and Excel
- Experience tracking sales leads
- Comfortable trying and adapting to new software
- Good writer with professional business experience
- Some customer services/sales or marketing experience is ideal.

This is a part time 10 to 20 hour per week position. Responsibilities will include varied projects. There is flexibility to work remotely or be in the office. We are currently looking for office space. There is room to grow as the company grows! Initial projects and responsibilities include:

1) Organizing Executive Round Table Events in close coordination with CEO

Taking the lead in researching qualified prospects (I will give you very specific parameters) and planning executive roundtable events in the Raleigh-Durham and Washington DC markets for 2017. Specific tasks include researching potential prospects, organizing a list of appropriate leads in excel with critical data. Construct emails and make initial contact with prospects, set up calls for initial discussions with CEO. Support CEO in reaching out to contacts at appropriate times.

Research and book appropriate space for events. Prepare literature and hand-outs for events. Attend local events and support the needs of participants. Take photographs for future use. Work with other technical team member to ensure proper follow up of participants after event. Track on-going communication in Hi-Rise CRM.

2) Client Support

Assist in scheduling other one on one meetings with prospects using TimeTrade software. Manage scheduling needs of existing clients, including scheduling coaching calls and meetings and sending invoices on time.

3) General Administrative projects and tasks

Update wordpress website (no previous experience necessary).

Track and organize receipts and invoices on a monthly basis for company accountant on google drive.
Help CEO track receivables and payables. Pick up mail at mail center.

Interested candidates, please briefly describe in one page or less your past experiences that qualify you for the job. Pay range is \$15 to \$20 per hour.

Email your one page description to terib@skillfulmeanstraining.com with "I want to be your business manager" in the Subject.