

## **Job Descriptions for Business and Finance Staff**

**Original Edition**

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# **Business and Finance Department**

## **Department Overview:**

The Business and Finance staff is tasked with handling all financial aspects of the organization. They ensure that funds are raised to sustain the programs of The 10,000 Hours Show and that they are properly managed to effectively perpetuate the organization's existence.

The Business and Finance staff is responsible for all processes for handling money including requesting funds and cash handling. They also will have veto power on any purchase request from another department.

## **Staff Positions**

### **Executive Director of Business and Finance**

The EDB is responsible for ensuring all of the above tasks are handled to the best and full capacity of his or her staff. The EDB's specific duties include but are not limited to:

- Meetings
  - Conduct weekly Business Staff meetings
  - Attend weekly Board of Directors meetings
  - Attend bi-weekly All-Staff meetings
  - Attend or assist with all major 10K events including but not limited to volunteer fairs, major recruitment pushes, and the concert itself
- Oversee 10K Fundraising
  - Ensure Community Relations and University Relations chairs are performing fundraising tasks as required
  - Participate directly in fundraising as needed to meet 10K needs
  - Constantly seek new ways to ways to improve fundraising such as credit card rewards programs, online accounts, restaurant days, or community days (such as solicitations)
- Create and manage a budget
  - Base purchasing decisions on normal expenditures and adjust for yearly funds raised
- Handle cash and purchasing
  - Ensure all deposits are recorded and expenses are legitimate
  - Process Board requests for purchases
  - Ensure that 10K records and University account records match
- Answer EDB e-mail account

### **Accounts Chair**

The Accounts Chair is responsible for handling all matters relating to the proper recording of deposits and expenditures and verifying that 10K records match the Student Organization Business Office (SOBO) records. The duties include:

- Meetings
  - Attend weekly Business Staff meetings
  - Attend bi-weekly All-Staff meetings
  - Attend or assist with all major 10K events including but not limited to volunteer fairs, major recruitment pushes, and the concert itself
- Record deposits and expenses
- Check 10K records against SOBO records
- Ensure that 10K adheres to the budget
- Any other tasks as assigned by the EDB

### **Grants Chair**

The Grants Chair is responsible for all grant applications and follow-up for 10K. Specific duties are:

- Meetings
  - Attend weekly Business Staff meetings
  - Attend bi-weekly All-Staff meetings
  - Attend or assist with all major 10K events including but not limited to volunteer fairs, major recruitment pushes, and the concert itself
- Apply for any grants previously applied for
- Research and catalog new grants to be used in the future
- Any other tasks as assigned by the EDB

### **University Relations Chair**

The University Relations Chair handles all university relationships. Though primarily dealing with fundraising, the UR Chair is responsible for all 10K relationships with any University office. The duties include:

- Meetings
  - Attend weekly Business Staff meetings
  - Attend bi-weekly All-Staff meetings
  - Attend or assist with all major 10K events including but not limited to volunteer fairs, major recruitment pushes, and the concert itself
- Fundraise
  - Follow-up with all previous donors from the University (President, Provost, UI Foundation, etc.)
  - Ensure donors are treated properly (thank you cards, invites, etc.)
  - Seek new ways to secure funds from the University
- Seek new partnerships with University offices
- Maintain 10K's relationship with University offices
- Any other tasks as assigned by the EDB

## **Community Relations Chair**

The Community Relations Chair is the primary fundraiser for 10K. They seek donations and maintain relationships with local businesses. Specific tasks include:

- Meetings
  - Attend weekly Business Staff meetings
  - Attend bi-weekly All-Staff meetings
  - Attend or assist with all major 10K events including but not limited to volunteer fairs, major recruitment pushes, and the concert itself
- Fundraise
  - Contact previous donors to secure repeat donations
  - Contact and secure donations from new businesses or community partners
- Follow-up with all community partners
  - Ensure proper compensation is received for donations
  - Make donating to 10K an easy and enjoyable experience
- Constantly evaluate and revise 10K promotional materials to maintain our edgy appeal to businesses
- Review and revise all 10K donor relations policies to ensure optimal fundraising and ease for community partners
- Any other tasks as assigned by the EDB