



Director of Business Operations

About Burns Recovered

Since 1988, Burns Recovered has focused on providing programs and services that assist children and adults in the Midwest, specifically Missouri, with severe burns to live life to the fullest without limitations, fear, or insecurity. In collaboration with survivors, health care professionals, burn centers, and fire departments, we provide individualized and group peer support, school and work re-entry programs, scholarships, burn education, and an annual summer camp for youth burn survivors.

Primary Duties

- Provide administrative support to all organization directors and their teams as needed
- Coordinates purchasing of office supplies and oversees maintenance of related office equipment
- Serve as liaison for clients, vendors, donors, partners, and volunteers
- Answer incoming calls and maintain phone system
- Serve as the primary contact for all incoming office guests
- Assist with administration of projects as assigned
- Produce documents, reports, and presentations as directed
- Maintain master organization calendar
- Assist with donor stewardship by maintaining the donor data base including gift entry, reporting, and donor acknowledgement
- Help coordinate direct mail campaigns and other donor communications
- Administrative support of grant writing and reporting
- Assist with the coordination and planning of fundraising events
- Serve as recording secretary for Board meetings and committees
- Assist with board/committee meeting preparation and maintain all board and committee records
- Assist with client data maintenance include entry and reporting
- Assist with annual summer camp program including planning and logistics, communication with vendors, campers, parents, and volunteers.

Experience/Education

- Bachelor's degree and minimum of three years' experience in business or a related field
- An understanding of non-profit fundraising/management and a passion for serving burn survivors
- Demonstrated success in planning and executing special events.
- A background in camping is a big plus
- Excellent interpersonal skills.
- Excellent organizational skills, attention to detail and ability to multitask.
- Strong Proficiency in computer software applications in word processing, spreadsheets, database (MS Word, Excel, PowerPoint, and fundraising software
- Ability to carry up to 25 lbs.
- Ability to use discretion in confidential matters.
- Self-motivation and an ability to interact with donors, volunteers, and staff in a range of professional and social situations
- The flexibility to work some evenings and weekends

Starting salary for this position is commensurate with the candidate's background and experience. Please send resume and salary requirements by January 15, 2019 to Lynn Huelsmann, Executive Director at lynn@brsg.org.