

JOB DESCRIPTION

BUSINESS MANAGER

JOB STATUS

Full-time (40+ hours a week)

OVERVIEW

The Business Manager plays a key role in fostering a Christ-centered culture where individuals are encouraged to become the best version of themselves, grounded in accountability and grace. This position oversees all aspects of the **Hope Redemption Center**, with responsibility for driving annual growth in donated cans and bottles, developing, and mentoring staff, recruiting, and engaging volunteers, and ensuring the ministry meets both operational and spiritual goals. The ideal candidate leads with humility, vision, and a deep commitment to the mission of providing hope through work, service, and faith.

RESPONSIBILITIES

Ministry Leadership

- Cultivate a Christ-centered culture that reflects the mission of providing hope through meaningful work, authentic relationships, and spiritual growth.
- Facilitate weekly team devotionals and prayer, fostering unity and spiritual development.

Operations & Stewardship

- Oversee all day-to-day business functions of the Hope Redemption Center to ensure safety, efficiency, and ministry alignment.
- Maintain and manage a reliable, accurate system for cash handling, sales tracking, and drawer reconciliation.

Team Scheduling & Oversight

- Develop and manage a flexible, efficient weekly schedule for staff that ensures coverage and promotes rest.
 - Monitor hours and productivity; adjust schedules based on business volume.

Growth & Strategic Expansion

- Partner with the board to identify and pursue God-honoring growth opportunities.
 - Increase can and bottle donations through outreach and marketing.
 - Develop relationships with advertisers and sponsors aligned with the mission.
 - Expand pickup locations and collection boxes in collaboration with local businesses.
- Lead the team in setting, pursuing, and celebrating milestones that reflect both business and ministry success.

Volunteer Engagement & Development

- Create meaningful volunteer opportunities that allow individuals to experience purpose through service.
- Maintain up-to-date volunteer records, onboard new volunteers with excellence and care.



REQUIREMENTS

- A growing, personal relationship with Jesus Christ; committed to living out your faith with integrity and humility.
- Demonstrated ability to lead others spiritually through prayer, biblical encouragement, and Christ-like accountability.
- Minimum 3 years of leadership experience in a ministry, nonprofit, or business environment.
- Highly organized with the ability to manage daily operations, schedules, finances, and logistics with excellence.
- Experienced in essential business functions such as cash handling, inventory oversight, volunteer coordination, and data tracking.
- Self-motivated with strong prioritization and time management skills; able to take initiative and lead with vision.
- Strong interpersonal and communication abilities; able to build relationships and connect with a wide range of people in a Christ-centered way.
- High school diploma or equivalent required; associate or bachelor's degree in ministry, business, or a related field preferred.
- Willingness to work flexible hours, including some evenings and weekends as ministry needs arise.
- Valid driver's license and reliable transportation required.
- A member of Sunnybrook Community Church.

REPORTING REQUIREMENTS: Reports to the Executive Director, Sunnybrook Hope Center/Hope Ministries

PHYSICAL DEMANDS: While performing the duties of this job, the employee is regularly required to stand; use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee frequently is required to walk. The employee must occasionally lift and/or move up to 50 pounds. Hope Redemption Center is an equal opportunity employer.

To apply, email Tina at tinas@sunnybrookhopecenter.org