



**Balanced Rock Foundation
Part-time Business Director
Job Announcement**

Balanced Rock Foundation is a Yosemite-based nonprofit seeking a part-time Business Director to work in collaboration with the Program Director. The mission of Balanced Rock is to inspire balance and wellbeing through deep connection to nature and spirit. Balanced Rock has been an established Yosemite-area non-profit since 2007.

Balanced Rock typically provides wilderness, camping, & lodge-based programs promoting healthy wellbeing. BR also offers bi-weekly community yoga classes in El Portal and the first Yosemite-area 200-hour Yoga Teacher Training. The administrative office is located in El Portal, CA, and the preference is for the successful candidate to live close to this area to facilitate communication with employees, volunteers, the National Park Service, community members and community organizations.

The Business Director is responsible for the organization's day-to-day administration; budget oversight and strategy; bookkeeping and billing; Board of Directors meetings; fundraising; supporting marketing and program needs; and human resource oversight. The Business Director will work under the leadership of the Program Director, Heather Sullivan, and will also work closely with the Board of Directors.

Qualifications for the Co-Director include: passion for the mission; detail-oriented; self-directed yet able to work well in a collaborative team; organized; computer literate with strong Word and Excel skills; and excellent communication and interpersonal skills. Quickbooks and Filemaker Pro software knowledge, bookkeeping experience, and familiarity with non-profit management will also be considered. Successful candidates will have experience in managing budgets and multi-tasking. We are looking for a high-energy individual that has flexibility, experience working within a small staff, and is willing to commit for a minimum of one year. Start date in January 2012.

Compensation: Part-time @ \$21/hour.

Approximately 16 hours/week from Oct-May and 24 hours/week from June-September.

By October 18th, 2011, please send a resume and cover letter describing the impact you made from your most significant work-related accomplishment to:

Balanced Rock Foundation
PO Box 102 | El Portal, CA 95318
(209) 379-wild | info@balancedrock.org
www.balancedrock.org

Due to the expected volume of responses, only those under consideration for this position will be contacted.