

Business Manager (Program Management Specialist – Career)

IUBLA -- E5GA07

Reports to IUMAA Executive Director and Chief Curator

Shared Services IUMAA / IU Campus Bloomington Finance

Position Summary

The Business Manager for the Indiana University Museum of Archaeology and Anthropology (IUMAA) coordinates financial activities to ensure that the program's strategic goals and objectives are met. Performs duties necessary for program operation - recruitment, advising and tracking, developing reports and budgets, and maintaining program's informational material. Oversees program activities and trainings, grants and loan programs.

Primary Duties & Responsibilities

- Advances the academic mission of the museum by managing the financial activities and deliverables for programs related to speakers, strategic planning, visiting scholars and artists-in-residence.
- Serves as liaison to program participants, collaborators, community partners, vendors and the public; approves purchase requests; arranges travel, accommodations, and research activities. Manages the distribution of honorariums.
- Develops and oversees processes related to the recruitment, selection, onboarding, scheduling and training of part-time, student and volunteer staff.
- Supports selection processes related to the selection of faculty and full-time staff and manages the museum's hiring activity in IU Share.
- Administers grants and awards, ensures compliance, implements advanced strategies for timely use and approves the distribution of related funds.
- Works closely with managers to identify funding needs and sources and supports the development of grant proposals and applications.
- Administers program budgets and approves spending.
- Manages relationships with IU Purchasing and vendors, approving expenditures in BUY.IU.
- Tracks and reconciles the museum's use of procurement cards.
- Conducts analysis, develops reports and makes recommendations related to business operations and financial performance of the museum.

Education

Bachelor's Degree

Work Experience

2 or more years in related field