

# Business Manager:

Knoll Farm and New Learning Journey  
November 2022

We seek an experienced leader to be the administrative and financial backbone of a 20-year-old social profit venture, [Knoll Farm](#), and its supporting foundation, New Learning Journey, both based in Mad River Valley of Vermont with programs there and beyond. We are an organic family farm with a nationally recognized retreat center that has been supporting social change efforts and leaders for two decades. Knoll Farm is a beloved part of its immediate community in central Vermont and, as well, has alumni from 50 states. New Learning Journey, its nonprofit partner, runs the [Better Selves Fellowships](#), [First Light](#) in Maine and [Oregon Land Justice Project](#).

Our business manager is the principal contact with our business clients, manages the accounting for both operations, supports the hiring process for our summer staff and is the day-to-day liaison between the social profit business of Knoll Farm and the nonprofit foundation, New Learning Journey. Both Knoll Farm and New Learning Journey have staff working independently of each other toward related goals. The business manager is their resource manager. The business manager also works hand-in-hand with the farm's owners, Peter Forbes and Helen Whybrow, and other principal stakeholders and staff of the foundation.

The ideal applicant is mature, resourceful, self-motivated, enjoys working on a variety of tasks and is graceful with many different kinds of people. They should have solid experience in nonprofit accounting, business development, contracts and payroll. We expect they will have a strong personal interest and commitment to social justice, inclusion, equity and the forms of re-learning and relationship-building that make this possible.

This full-time position is based in the offices at Knoll Farm in Fayston, VT and offers considerable flexibility in hours and work location depending upon the season of the year. In addition to a competitive salary, the benefits of this position include funding and opportunity for professional development in facilitation, diversity, equity and inclusion.

Position responsibilities:

- Be the primary contact with all our clients: creating, finalizing and updating contracts aligning their expectations with what we offer.
- With leadership, creating an annual budget for the LLC and for the foundation, and assisting leadership in adhering to those budgets by providing monthly financial reports.
- Reconcile bank accounts for New Learning Journey (NLJ) and for Knoll Farm.
- Assist NLJ development and program staff by providing budget reports on various dedicated funds.
- Paying invoices for Knoll Farm and New Learning Journey.
- Ensure timely hiring of seasonal staff at Knoll Farm with a strong focus on staff retention.
- Oversee payroll for both organizations.

- Close coordination with summer staff on needs and expectations of our private clients and program partners.
- With the support of our accountants, completing payroll taxes and rooms and meals taxes.

### **Qualifications**

- Detail oriented, organized, energetic desire to develop relationships. Have capacity and experience being the glue between people and programs.
- Excellent interpersonal skills and ability to communicate in writing or speaking.
- Proficiency in QuickBooks, Microsoft Office, Google Suite, and CRM Databases with high capacity for learning new software.
- Cultural humility, and respect and experience in working with a variety of diverse partners and individuals.
- Ability to transition between the small details of client relations and the big picture of co-creating a positive, healthy learning and work environment for themselves and others.

### **Compensation**

Compensation: \$52,000 - \$55,000, year-round, full-time, flexibility to work remotely seasonally.

### **How to Apply**

To apply for this position, please send a cover letter and resume to Lauren Brady, [lauren@knollfarm.org](mailto:lauren@knollfarm.org). The deadline to apply is January 15th.

### **Inclusivity Statement**

Much of our work seeks to reshape the legacy of place-making. As part of that, we hope to recruit, mentor, and support employees in this work who bring different backgrounds, stories and experiences to this field. We encourage applicants from all cultures, races, colors, religions, sexes, national or regional origins, ages, disability status, sexual orientation, gender identity, military, protected veteran status or other status protected by law.