



GARRISON INSTITUTE

Project Manager, Business

The Garrison Institute seeks a dynamic and detail-oriented **Project Manager, Business** to support the seamless operation of the organization's financial, human resources, and operational processes. This full-time role is ideal for someone who thrives in a progressive, mission-driven, and entrepreneurial environment, embracing a variety of activities and responsibilities. This position is full-time with a hybrid work schedule requiring 1 in-office day per week.

PRIMARY FINANCIAL RESPONSIBILITIES AND DUTIES:

Financial Management

- Assist the Managing Director in tracking and managing the Institute's overall budget, including project-specific budgets, ensuring all financial activities align with organizational goals
- Regularly monitor financial progress, generate exception reports, and identify potential discrepancies or compliance issues, ensuring proactive resolutions
- Collaborate with the accounting team to oversee accounts payable and receivable processes, ensuring accuracy and timeliness in financial operations

Human Resources Support

- Provide essential HR support, including coordinating onboarding for new hires, managing timecards, and communicating HR policies and benefits effectively
- Act as a liaison for employees, connecting them with external HR resources (e.g., RealHR, Justworks) for complex matters or policy clarifications

Operations and Process Improvement

- Lead and coordinate business-process projects, including managing schedules, organizing meetings, and ensuring the timely completion of key deliverables
- Develop and implement operational initiatives that enhance the efficiency of workflows and promote organizational goals

Technology and CRM Management

- Receive comprehensive Salesforce training to serve as the primary contact for basic Salesforce-related issues, ensuring seamless CRM operations
- Escalate complex technical challenges to external support teams, maintaining the integrity and functionality of CRM systems

Collaboration and Leadership

- Partner closely with the Managing Director to align business priorities with operational execution
- Foster communication and collaboration across departments, ensuring that all teams are informed and aligned on key initiatives.

EXPERIENCE AND SKILLS:

- Bachelor's Degree with 5+ years of project management/operational experience, preferably in a nonprofit setting
- Working knowledge of human resources a plus
- Strong analytical and organizational skills with the ability to handle multiple projects simultaneously
- Excellent communication and interpersonal abilities, ensuring clarity in cross-departmental collaboration
- Adaptability to manage changing priorities and provide innovative solutions to operational challenges
- Exceptional written and verbal communication skills
- Highly proficient with computers, MS Excel and Word, calendar software, CRM or databases, internet research and Zoom webinar events / meetings
- Experience in using Salesforce CRM highly desired
- Ability to manage multiple tasks and projects concurrently; and to work independently on projects from conception to completion when needed
- Demonstrates high degree of integrity, maintains discretion and confidentiality in relationships and with various assigned projects
- Good problem solver with strong decision-making capabilities
- Possesses flexibility and adaptability to changing priorities
- Maintains focus on the spiritual aspects of the Institute while projecting a calming, concerned and compassionate influence in business and personal dealings
- Some interest or experience with contemplative practice is desired.

About the Garrison Institute

Founded in 2003, the Garrison Institute is a not-for-profit, non-sectarian organization whose mission is to apply the skills and wisdom cultivated through contemplative practice, together with the insights emerging from science, to today's urgent social and environmental challenges, leveraging transformational change and helping build a more compassionate, resilient future. We are located in the Hudson River Valley on 90 acres in a beautifully renovated monastery.

Learn more at garrisoninstitute.org.

To apply, please send your resume and a cover letter to: recruitment@garrisoninstitute.org.

This role offers a competitive salary range of \$70–80K plus a generous benefits and PTO package. Please, no phone calls. The Garrison Institute is an equal employment opportunity employer. Individuals from diverse backgrounds are encouraged to apply.



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14 Mary's Way, Route 9D
Garrison, NY 10524
garrisoninstitute.org