JOB POSTING
BENZIE AREA CHRISTIAN NEIGHBORS
ADMINISTRATION DIRECTOR

At Benzie Area Christian Neighbors, we believe in neighbors helping neighbors. Every day, our team helps people and families in Benzie and northern Manistee counties who struggle to make ends meet by offering practical support with compassion and dignity. We are seeking an Administration Director who is energized by mission-driven work and ready to strengthen the systems that make that service possible.

Position Summary

The Administration Director is a full-time role overseeing finance, human resources, facilities, technology, and administrative operations. Working closely with the Executive Director, this person helps ensure BACN runs smoothly, responsibly, and in alignment with our mission.

Key Responsibilities

- Lead day-to-day administrative operations across finance, HR, facilities, and technology
- Support budgeting, bookkeeping coordination, audits, and financial reporting
- Manage vendors, facility operations, risk management, and organizational compliance
- Oversee HR processes including recruitment, onboarding, benefits administration, and policy implementation
- Partner with the Executive Director to strengthen systems, solve problems, and support organizational priorities

What We're Looking For

- Bachelor's degree or equivalent experience
- Five or more years of nonprofit operations, administration, service management, or accounting/finance experience
- Strong leadership, communication, critical thinking, and problem-solving skills
- A collaborative, hands-on approach and commitment to mission-driven work
- Experience with QuickBooks, SharePoint, Microsoft Office, and Salesforce is helpful

Additional Requirements

- Valid Michigan driver's license and current auto insurance
- Ability to pass a credit history and criminal background check

Compensation & Benefits

- Competitive salary based on experience
- Health insurance
- Retirement plan with 3% employer match
- Vacation and personal/sick time offered
- 10 paid holidays

Schedule

- Full-time, exempt
- Weekdays with rare evening or weekend, as needed

- This is an on-site, in-office role in Benzie County, Michigan
- Reports to the Executive Director

Why Join BACN?

This is an opportunity to serve with a team that is deeply committed to caring for our neighbors with dignity and compassion. If you are a thoughtful, organized leader who wants your work to make a meaningful impact in the community, we'd love to hear from you.

To Apply

Please submit your resume and a brief cover letter describing your interest and relevant experience to jobs@benziebacn.org.

BACN welcomes applicants from all backgrounds and is committed to treating every person with dignity and respect.