



Calleva was founded in 1992 as a small summer camp and is now nationally known as an innovative force in outdoor adventure & education. With operational hubs in Maryland, Virginia, and West Virginia, Calleva provides safe, educational, and challenging outdoor experiences that promote personal growth, group cooperation, and leadership skills. Our goal is to make outdoor adventure more accessible for people of all ages through summer camp, a full-service kayaking school, group experiences, community building, and small-scale sustainable farming.

Calleva's Business Manager is responsible for:

- managing and directing the budgeting process for the organization
- ensuring efficient allocation of resources
- financial planning
- budget analysis & forecasting.

This role involves working closely with senior leadership to align financial planning with our long-term mission priorities and annual goals.

Key areas of responsibility:

Financial Analysis: Analyze financial data to identify trends, variances, and opportunities for cost savings or revenue enhancement.

- Review expense records from past years and set out a plan to improve our expense tracking so that it yields useful information for future planning
- Collaborate with leaders to ensure a cohesive approach to expense tracking, financial planning, and annual budgeting
- Prepare financial reports, including budget-to-actual comparisons, and present findings to senior leadership and other key year-round staff.

Budget Development and Management: Lead Calleva's annual budgeting process, coordinating input from various departments. Work with Calleva leadership to develop a long term (5 year) budget plan.

- Recommend improvements to budgeting processes, systems, and policies.
- Create timely and accurate budget reviews, including financial forecasts to inform future budgets.
- Collaborate with senior leaders to align financial resources with program goals and operational priorities.
 - Develop short and mid-term targets to measure progress toward long-term vision.
 - Monitor cash flow, spending, and revenue patterns to maintain budgetary control.
 - Evaluate the financial impact of new initiatives or projects.

Business Planning: Based on vision and goals set out by Calleva's leadership team, make recommendations to support organizational success. This could include researching/advising changes to foundational business practices, including compensation, insurance, new areas of business.

- Review & improve employee onboarding and payroll process
 - Provide annual guidance for full time salary reviews and COL Increases
 - Create a process and fair pay for international staff
- Ensure that employee benefits are aligned with leading industry standards
- Apply Calleva's financial data to support decisions about pricing Calleva programs, products, and services
- Support leadership team as they set priorities and develop business plans for new initiatives, including the Trough.

Compliance and Risk Management: Manage financial risks by developing strategies to mitigate potential budgetary issues.

- Ensure compliance with financial regulations and internal policies, staying updated on industry trends and regulatory changes to ensure best practices are followed.
- Work with auditors and other external financial authorities to maintain transparency and accountability.
- Train key staff in budgeting best practices and financial management. Provide tools and guidance to support staff as they develop well thought out budgets for projects and programs.

Qualifications:

- Bachelor's degree in finance, accounting, business administration, or a related field
- Minimum 7-10 years of experience in budgeting, financial management, or a related field, with at least 2 years in a leadership or supervisory role.
- Strong analytical and problem-solving skills.
- Creative and strategic thinker who enjoys a collaborative work environment
- Expertise with financial management tools & systems
- Excellent communication skills and able to present complex financial data to leaders who do not have financial expertise.
- Strong attention to detail and organizational skills.

Salary negotiable based on experience.