

UCSB Officer of Budgeting

This position ensures the longevity of The Thriving Initiative through managing the chapter's budget. The Officer of Budgeting proposes and regularly monitors the chapter budget to make sure the chapter is appropriately using allocated funds. This officer is a key part of our finance team and can expect to gain significant experience with nonprofit accounting and budgeting. When necessary, this officer will support fundraising initiatives by proposing a projected program budget.

Responsibilities:

- Produce an effective budget proposal using Microsoft Excel to ensure the sustainability of [community-based initiatives](#) led by the officer team.
- Streamline ways to account for costs and transaction history.
- Make timely determinations on chapter purchase order requests.
- Present to the board and the chapter officer team on changes and updates regarding funding and allocation of funds to the Santa Barbara Chapter.
- Update the budget based on purchases made throughout the quarter and keep track of potential projected spending for the entirety of the fiscal year.
- Serve on both the Finance Committee and the Special Funding Committee to support the planning and execution of fundraising and community-led initiatives.
- Attend at least 75% of biweekly team and committee meetings, unless a scheduling conflict exists, in which case an alternative plan can be arranged.
- Maintain a high level of professionalism and represent *The Thriving Initiative* positively both within the organization and outwardly to the community.

Expectations:

We are looking for a passionate UCSB Undergraduate student who would like to be a part of the change they'd like to see in the community. We are looking for someone who is devoted to our mission to “inspire resilience in response to violence by promoting holistic community healing initiatives.”

An ideal candidate should have:

- Strong communication skills to keep officers and the board updated about various changes to the budget and the grant-writing process.
- An ability to multitask and take on different opportunities.
- Strong writing skills.
- Advanced organizational, oral, and written skills.
- An ability to think big-picture and plan ahead.
- A quick response time for questions relating to the budget and purchase requests.
- Strong quantitative skills. Prior experience with Quickbooks and/or accounting courses is highly recommended, but not required.
- Familiarity with Microsoft Excel and/or Google Sheets.

- A strong passion for supporting survivors of interpersonal violence (sexual assault, stalking, dating and domestic violence).

Questions or looking for another way to get involved?

If you have any additional questions about our organization, the application process, or want to connect about the organization, please contact us at: apply@thethrivinginitiative.org.

For more information on The Thriving Initiative and our upcoming programs please visit our website at <https://www.thethrivinginitiative.org/> and follow us on social media ([@thrivinginitiative](https://www.instagram.com/thrivinginitiative))!

Apply at: <https://forms.gle/sjQ1E23o217CBhU66>