

JOB POSTING – 2022

Operations Manager

Role Title: Operations Manager

Organisation: Canadian Jesuits International (CJI)

Location: 70 Saint Mary Street, Toronto, Ontario

Type of employment: Permanent, full time (with a 6 month probationary period)

Compensation: \$60,000 to \$70,000 plus benefits; three weeks' vacation to start, professional development opportunities

Canadian Jesuits International

Canadian Jesuits International is the international solidarity agency of the Jesuits of Canada. It supports marginalized people in Africa, Asia and Latin America in their struggle for a more just society through the work of Jesuits and other partners in education, ecological justice, livelihoods, defense of human rights, forcibly displaced people and humanitarian assistance. These activities are carried out in coordination with the global network of Jesuit organizations. CJI also carries out public education and advocacy in Canada to promote international social justice and global solidarity.

We are a small, dynamic team where you will find opportunities to make a difference with progressive, human rights-focused work.

Summary of the Position

The Operations Manager is a new full-time position at CJI. The person in this position will report to the Executive Director. The Operations Manager will be motivated by a keen interest in social justice and international solidarity. They will provide strong leadership and will work flexibly in a responsive organization with a complex array of relationships and evolving priorities.

The Operations Manager will ensure that all operations and support functions result in high quality and efficient program implementation. This will include overseeing CJI's general operations, assisting the Executive Director in directing and managing CJI's staff and contractors, and providing support to the Board of Trustees. The Operations Manager will also assist in coordinating the work of staff responsible for CJI's Canadian program.

The work location is at the CJI's offices in the Bay/Bloor area of downtown Toronto, with the possibility of some remote work from Toronto. This position requires some local, national and international travel. Ability to travel is a requirement.

www.canadianjesuitsinternational.ca

The Operations Manager will have the following **Key Responsibilities**:

Governance and Strategic Management

- Coordinate the overall functioning of CJI operations.
- Ensure effective and collaborative relations with associate partners and service providers.
- Ensure appropriate policies, plans and procedures are in place to fulfill CJI mission and goals, maintain safety and privacy for all stakeholders, and to ensure accountability, transparency, and compliance with regulatory bodies.
- Support the functioning of the Board of Trustees as required.
- Participate in the preparation of the annual operating budget in collaboration with the Executive Director and the Finance Director.
- Contribute to the preparation of the Annual Report
- Monitor trends and best practices in the non-profit sector to ensure that the work of CJI is relevant and responds to current needs.
- Cultivate the Ignatian identity of CJI.

Human Resources and Team Leadership

- Provide stewardship and direction to the team to ensure that work plans are in line with the strategic plan.
- Actively support a positive, collaborative, responsive and creative work environment.
- Facilitate weekly operations meetings.
- Participate in recruiting new staff.
- Participate in the annual work reviews of staff.
- Implement Human Resources (HR) policies and guidelines and ensure compliance with existing regulations.
- Manage staff in administrative, data base, and fundraising roles.
- Oversee contracts with CJI's consultants and contractors.
- Identify and respond to staff training needs on an ongoing basis.

Canadian Program Management

- Measure the growth, relevance and effectiveness of CJI work and implementation of its mission with efficient use of effective tools of monitoring and evaluation.
- Oversee CJI's educational, awareness-raising, communication and fundraising activities ensuring effective synergy and alignment with the strategic plan in order to maximize impact and ensure the growth and effectiveness of CJI both financially and as a network.
- Work closely with the staff responsible for the Canadian program and activities, to develop and monitor their work plans to ensure the fulfillment of the objectives.
- Keep up-to-date on partner ecclesial and secular organizations and social movements in Canada.

- Keep abreast of key trends in the non-profit sector and of effective strategies for fundraising and outreach to ensure the growth of the organization.
- Assist in promoting the work of CJI to the Canadian public (special events, speaking engagements, meetings with donors and participation in donor development activities).
- Represent CJI at Jesuit and other faith-based organizations.
- Ensure timely application and reporting to Foundations and major donors.

Education and experience required

- A University degree in a related field.
- 5+ years' experience in organizational leadership, particularly in the direct supervision of staff and contractors.
- 2+ years' experience in the Canadian non-profit sector, with a focus on faith-based organizations

Competencies

- Commitment to social justice, international cooperation and community development.
- Critical thinking, capacity to formulate relevant questions and identify complex problems, and solve problems.
- Commitment to working with a faith-based organization.
- A clear understanding and commitment to Catholic Social Teaching.
- High level of proficiency in English, French and Spanish required
- Excellent organizational skills.
- Excellent written and oral communication skills.
- Strong knowledge and skills in administrative management.
- Proven ability to review, develop and implement regulations, policies and procedures.
- Ability to operate diplomatically while balancing and meeting multiple organizational needs, successfully navigating conflicting needs as they arise.
- Ability to maintaining the highest level of confidentiality.
- Ability to collaborate across different roles in the organization
- A good understanding of IT systems and Microsoft Office applications.
- Experience working in the non-profit sector in the Global South would be an asset
- Experience working in fundraising will be an asset.
- Experience with accounting software, fundraising databases will be an asset.

How to Apply

Please submit a cover letter and CV by email only, to: CANcjjjobposting@jesuits.org

Applications will be accepted until a firm deadline of 5 pm EST on June 3. **We encourage you to apply early. Start date to be negotiated.**

CJI is committed to diversity in its workplace and welcomes applications from all qualified candidates. We thank all applicants for their interest, however only shortlisted candidates will be contacted.