

J O B P O S T I N G

Operations Manager

Role Title: Operations Manager

Organization: Canadian Jesuits International (CJI)

Location: 70 Saint Mary Street, Toronto, Ontario

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

Compensation: competitive salary plus benefits; three weeks' vacation to start; professional development opportunities

Canadian Jesuits International

Canadian Jesuits International (CJI) 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 just society through the work of Jesuits partners. Its strategic plan focuses on 4 key themes: the right to education; ecological sustainability; rights of forced displaced people; and human rights, civic participation and peace building. 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 reports to the Executive Director and will be motivated by a deep commitment to social justice and international solidarity. They will provide strong leadership in a responsive organization with an 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, aligned with the current strategic plan. This includes overseeing CJI's general day-to-day operations; assisting the Executive Director in directing and managing CJI's staff and contractors; and providing support to the Board of Directors. The role will evolve as the organization grows.

CJI's offices are in the Bay/Bloor area of downtown Toronto. Staff are required to work on-site at least three days a week (subject to change). This position requires some local, national, and international travel.

Key Responsibilities:

Governance and Strategic Management

- Monitor and evaluate operational performance of CJI

- Coordinate the overall functioning of CJI daily operations: administrative, Human Resources, and facilities management
- Ensure that appropriate policies, plans and procedures are in place for the smooth functioning of CJI, to ensure accountability, transparency, and compliance with regulatory bodies
- Ensure that IT systems and facilities support the smooth functioning and organizational growth of CJI
- Oversee data and analytics functions in the organization
- Ensure effective and collaborative relations with associate partners and service providers
- Support the functioning of the Board of Directors as needed
- Support the Executive Director with the preparation of reports, presentations, minutes, the organization of meetings and other tasks as required
- Monitor trends and best practices in the non-profit sector to ensure that the work of CJI is relevant and meets current needs

Human Resources and Team Leadership

- Provide stewardship and direction to the CJI team to ensure alignment of work plans with the CJI strategic plan
- Foster a positive, collaborative, responsive and creative work environment
- Organize and facilitate weekly staff meetings and other planning meetings of staff
- Implement Human Resources policies and guidelines and ensure compliance with existing regulations including risk management
- Participate in recruiting new staff
- Oversee contracts with CJI's consultants and contractors
- Identify and respond to staff training needs on an ongoing basis

Program Management

- Measure the growth, relevance and effectiveness of CJI work and implementation of its mission with efficient use of effective tools for monitoring and evaluation
- Oversee CJI's educational, awareness-raising, communication and fundraising activities ensuring effective synergy and alignment with the strategic plan 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 (outreach, fundraising and communications) to support the fulfillment of the objectives of their work plans
- Maintain relations with partner ecclesial and secular organizations in Canada if requested
- 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
- Represent CJI at Jesuit and other faith-based organizations if requested
- Perform related duties as assigned within the scope of the job

Education and experience required

- A university degree in a related field (social sciences, MBA)

- 5+ years' experience in organizational leadership and management
- 2+ years' experience in the Canadian non-profit sector, and faith-based organizations

Competencies

- Commitment to social justice, international cooperation and community development
- Commitment to working with a faith-based organization
- A clear understanding and commitment to Catholic Social Teaching
- Strategic thinking with excellent organizational skills
- Proven ability to review, develop and implement policies and procedures
- High proficiency in IT and database systems and Microsoft Office applications
- Excellent written and oral communication skills
- Strong financial knowledge
- High level of proficiency in English and working knowledge of French required; knowledge of Spanish is an asset
- Commitment to maintaining the highest level of confidentiality
- Ability to work with staff
- Ability to work in and foster an inclusive environment and with a diverse public
- Ability to travel
- 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: CANcijobposting@jesuits.org by Monday June 23, 2025

Applications will be accepted on a rolling basis until a candidate is selected. **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.

In accordance with the Ontario Human Rights Code, Accessibility for Ontarians with Disabilities Act, 2005, accommodation will be provided in all parts of the hiring process. Applicants need to make their needs known in advance.

Applicants needing accommodation during the application process should contact CJI at 416-465-1824 or cji@jesuits.org

We thank all applicants for their interest; however, only shortlisted candidates will be contacted.