

Reporting to the President, the General Manager (GM) will be responsible for enhancing the internal organization processes and infrastructure that will allow the organisation to continue to grow and fulfill its mission. The GM will manage the following functions:

### **Financial Management and Oversight**

- Working with the Accountant, manage and oversee all financial and business planning activities, including:
  - Direct and administer all financial plans
  - Oversee business policies and accounting practices
  - Review and analyze financial reports
  - Support and advise the President in decision making
  - Lead and support organizational budgeting process
- Oversee reporting and monitoring of organizational performance metrics.
- Provide overall financial oversight and monitoring.
- Ensure that relevant financial data is presented to the President and Board.

### **Human Resources**

- Manage and oversee the human resource function, including:
  - Recruitment, hiring, and compensation
  - Benefits administration and oversight
  - Professional training and development, including new employee orientation
  - Retention strategies
  - Regulatory oversight and legal compliance

### **Operations**

- Oversee risk management and legal activities: letters of agreement, contracts, leases, and other legal documents and agreements
- Business insurance: procurement, monitoring and management
- Information technology – working with the manager of information technology & webmaster to ensure the ongoing maintenance and updating of information systems and infrastructure, including hardware, software.
- Organizational reporting and monitoring: provide guidance and leadership through management and measurement reporting process
- Office management: oversee administrative functions ensuring smooth daily operations
- Board of directors – working with the President to provide staff support and guidance to the board and act as staff liaison to relevant board committees
- Position may require some travelling.

### **Qualifications**

- Minimum of a BA, ideally with an MBA (and CFA) preferred.
- Strong operational and administrative experience: ideally has worked in a senior management role for 10+ years in a socially responsible organization with progressive experience leading to at least three years experience in operational/administrative management.
- Demonstrated experience in financial planning and analysis with previous experience overseeing human resources, information technology, and legal aspects.
- Skills should include organizational development, personnel management, budget and resource development, and strategic planning; demonstrated success developing and monitoring systems to manage both operational and programmatic work that involve high levels of collaboration
- Excellent people skills, with an ability to partner with a dynamic leadership team
- Personal qualities of integrity, credibility, and commitment to the mission of the organisation.
- Flexible and able to multi-task; can work within an ambiguous, fast-moving environment, while driving toward clarity and solutions; demonstrated resourcefulness in setting priorities and guiding investment in people and systems