

JOB POSTING

Operations Director

Location: Vancouver, BC

Hours of work: 40 hours/week

Salary: \$47,000

Application deadline: 9am on Tuesday, September 4, 2018

Desired start date: October 8, 2018

Applications are currently being accepted from highly motivated, results-oriented, professional self-starters to join Shanti Uganda as Operations Director. This is a full-time position with 3 weeks vacation, in addition to paid leave during the end of year holiday season. If you are passionate about women's rights and want to be a part of a small but mighty team, we'd love to hear from you.

About Us:

Shanti Uganda is a registered Canadian charity and Ugandan nonprofit organization that works to improve maternal and infant health throughout Uganda. We imagine a world where all women have access to a midwife and are respected, empowered, and able to thrive throughout the birth process. A feminist, woman-led organization, we value holistic care, growth, integrity, sustainability, unity, and connection. For more information, please visit www.shantiuganda.org

Job Description

Working alongside staff and volunteers and reporting to the Executive Director, your objective will be to increase major funding related to revenue generating activities, including fundraising events and social enterprise activities. You will primarily focus on the business development of our retreats/group visits, internship, and volunteer programs and manage the logistics of all three programs.

As the lead financial manager for the organization, you will help improve our financial systems and support relevant volunteers and board members in their roles. Additionally, you will manage operations and communications across the entire organization – ensuring excellent visitor experience.

Responsibilities Include:

Fund Development

- Collaborate with Executive Director and other staff to create compelling grant applications, leading the development and execution of grant related budgets
- Manage the partnership development of Shanti Uganda's retreats, internship and volunteer programs and coordinate the relevant staff and volunteers
- Oversee and increase revenue from events, including sponsors and ticket sales

- Sell spots on all retreats, intern and volunteer postings
- Raise funds through corporate fundraising and partnerships

Operations & Administration

- Maintain Salesforce system and all other data management systems to ensure timely and accurate reporting
- Maintain and update website
- Recruit and interview all potential interns and volunteers
- Supervise the Engagement Fellow and any local office volunteers
- Perform all Project Management and Change Management processes
- Monitor and evaluate all systems and tools used by the organization to create the most effective workflows

Marketing & Communications

- Create overall strategy and planning for all communications
- Oversee all external communications for the organization including: social media, email marketing, press, website and blog posts, events, and awareness campaigns
- Actively market and promote Shanti's work as well as all revenue generating activities
- Find and maintain relationships with relevant influencers to collaborate on content and promotion
- Manage graphic design volunteer(s) to ensure branding is consistent and strong across platforms and collateral
- Monitor changes and trends in non-profit communications and constantly improve reach, engagement and impact of all communications

Finance

- Continuously analyze, refine and improve Shanti Uganda's current business model
- Oversee volunteer bookkeeper
- Work with Executive Director and Treasurer to prepare relevant financial material for funding purposes and the Board of Directors as required
- Work with the Treasurer to review and improve existing financial systems
- Work collaboratively with staff to develop the overall organizational budget, revenue targets, and financial model
- Lead the development and execution of grant related budgets
- Analyze revenue and financials on a regular basis and provide information to the Executive Director and Treasurer as required
- Collect payments, pay invoices
- Perform Month End and quarterly reporting
- Oversee year end Financial Statements and Canada Revenue Agency Return
- Coordinate and complete all grant-related financial reporting

Qualifications

- Relevant degree in business, communications or management. MBA preferred
- 2-3 years of experience creating and managing budgets of over \$300K
- 1-2 years of experience recruiting and managing volunteers
- Effective leadership and management of teams, with the ability to create shared investment in new initiatives
- Demonstrated understanding of best practices for social media (Facebook, Twitter, Instagram, Youtube, MailChimp) and experience working with social media for professional purposes
- Strong written and oral communication, with added experience in proofreading and copywriting
- Ability to translate data into actionable strategy
- Advanced knowledge of Microsoft Office, in particular Excel and Powerpoint

Personal Competencies:

- Intercultural competency and cultural sensitivity
- Commitment to principles of feminism, inclusivity, anti-racism, anti-oppression, and anti-colonialism
- Exceptional written and verbal communication skills, with attention to detail and accuracy
- Strong critical thinking, analytical, and problem-solving skills
- Excellent interpersonal skills and conflict management skills
- Exceptional organizational and time management skills, with ability to effectively coordinate multiple projects, meet deadlines, and set priorities
- Demonstrated ability to work independently and remotely with little supervision, and collaboratively as part of a team
- Creative, flexible, and adaptable to change

Assets:

- Experience in the social enterprise or non-profit space
- Previous experience working in a nonprofit setting and with a working with a Board of Directors
- Experience in cross cultural settings with diverse teams is an asset
- Knowledge of and/or experience in East Africa/Uganda
- Experience with data management software, such as Salesforce
- Experience with website creation/management platforms, such as Wordpress
- Experience with InDesign

Working Conditions

The Operations Director is one of two staff positions based in Vancouver. This is a full time 40/hour position and it includes regular working hours with occasional evening and weekend events, as well as travel as required. We have a donated workspace at the Tropicana Hotel Suites, but the successful candidate may have the opportunity to work remotely part of the time. Access to a personal laptop and cell phone is required. Payment will be will be paid on the 31stst and 15th of the month via direct deposit.

Submission Guidelines:

Deadline: 9am on Tuesday, September 4th, 2018

- Submit a cover letter and resume or CV as a single pdf document
- Application file name and email subject line should read: Firstname Lastname – Operations Director
- Submit electronically only to Maria Wong at maria@shantiuganda.org
- Applications that do not follow these guidelines will not be considered

Shanti Uganda is committed to employment equity and to maintaining a non-discriminatory work environment. We encourage women, Aboriginal peoples, differently-abled persons, LGBTQ+ folks, and visible minority or racialized persons, particularly those of African descent, to apply.

Please do not phone or visit the Shanti Uganda office. We thank all applicants for their interest, but only those selected for an interview will be contacted.