

The Centre for ADHD Awareness, Canada is seeking a dynamic, enthusiastic, and energetic individual for a leadership position in our organization. The **Senior Manager, Operations** will supervise the daily operations of the organization and will provide ongoing supervision, leadership, support, and mentorship to our program staff team. They will provide overall supervision to our programs, initiatives, outreach activities, fundraising, and communication efforts. They will build partnerships with organizations and liaise with our community partners. They will assess community needs for new programs and services and together with our Executive Director, pursue these opportunities by building partnerships and securing funding. Responsibilities will include managing and coaching staff, supervising projects and ensuring deliverables are met, managing budgets, and ongoing day-to-day problem-solving.

We are looking for someone who has management experience in the community service sector, who enjoys variety and takes initiative, is passionate about helping people. The successful candidate will play a critical role on the leadership team in strategic decision-making as CADDAC continues to grow.

Qualifications:

- University Degree or graduate degree in the health, social service, community services, social work or a similar field of study;
- 5 years Management experience in the non-profit sector;
- Knowledge of organizational management and operational efficiency
- Entrepreneurial mindset and ability to work in a fast-paced environment
- Track record of managing, developing and retaining individuals and teams, and empowering them to elevate their levels of responsibility and performance
- Ability to lead with empathy, sensitivity and a high degree of emotional intelligence
- Experience fundraising and knowledge of the Canadian foundation landscape
- Strong and innovative leadership, supervision and coaching skills;
- Skilled in the development and management of budgets;
- Knowledge and experience with program evaluation and statistical data collection and analysis;
- Strong analytical and problem-solving skills;
- Excellent interpersonal skills, oral and written communication skills.
- Demonstrated ability to work constructively with community organizations and government;
- Positive approach, flexible, resourceful, and enjoys working in a dynamic, informal, and friendly environment.
- Experience in writing successful funding proposals is an asset;
- This is a full-time position. Salary will be commiserate with experience.

Responsibilities

- Work closely with the Executive Director to implement and maintain policies, procedures and systems

- Assist with processes for recruiting, onboarding, offboarding, exit interviews and other human resource needs, in collaboration with HR firm
- Ensure that managers are completing performance reviews in a timely manner and that all employee personnel files are current
- Support recruitment efforts for the organization
- Work to create an organizational culture that sets all team members up for success
- In collaboration with leadership team, develop strategic vision and growth pathways for organization
- Oversee management and maintenance of all office systems and facilities
- Oversee organizational insurance policies
- Oversee compliance with provincial and federal regulations
- In collaboration with Executive Director, track policy changes that impact organization and maintain relationships with government and other industry stakeholders
- Assist with fundraising and grant reporting as needed

To apply: Please email resume and cover letter to Juanita.beaudry@caddac.ca, please put Senior Manager, Operations in the subject line.