



Job Description

Job Title: Operations Manager

Position Type: Full time

Salary: Competitive

Location: Greater Toronto Area (with remote working)

Start Date: ASAP

Deadline: July 27th, 2022

About the role:

The Zahra Foundation is looking for an experienced Operations Manager to join its growing team. With excellent attention to detail and a proven track record of achieving results, complying with regulators and working well under pressure, the ideal candidate will strive to ensure that the charity's operations are managed to the highest standard.

Job Description

Main responsibilities:

- Reporting directly to the Executive Director, this position is accountable to manage and assist in externally facing fundraising events and initiatives throughout Canada, some International travel when required.
- Developing and implementing a sound operation strategy for The Zahra Foundation while working with the Board of Trustees to carry out duties in accordance with their requirements.
- Oversees the planning, implementing, and coordinating activities, including center and community events, to maximize The Zahra Foundation's service quality efficiency and effectiveness.
- Drive and manage all aspects of team operations (cross-departmental and cross-organisational) and coordination on a daily basis, including scheduling, running team meetings, accountability and evaluating program progress while keeping up with the overall strategic direction of the Zahra Foundation.

- Ensuring clear audit trails (annually) and compliance with all regulatory requirements with both internal and external stakeholders.
- Ensuring administrative tasks including managing and responding to donors, internal and external stakeholders inquiries are resolved promptly and effectively.
- Able to present information about the services The Zahra Foundation offer.
- Setting a standard of internal policies, processes and procedures in keeping with the expectations of all relevant regulatory bodies and ensuring that they are integrated into operations regularly.
- Devising and managing contractual agreements with third party stakeholders.
- Working with global partners for the implementation and management of our charitable activities
- Ensuring completion of all documentation for charitable projects including project proposals, budget management, project completion reports, etc.
- Approving and processing payments to vendors.
- Provide accurate advice to internal stakeholders regarding best practice.
- Support HR processes, including recruitment screening, onboarding candidates, training staff for general administrative processes and promoting accountability.
- Any other related tasks required.

Qualifications and personal qualities:

- Bachelor's Degree or equivalent experience with emphasis on Logistics or Operations Management
- Valid Class 5 Driver's license and access to a car
- Able to travel internationally
- Demonstrated leadership and managerial abilities.
- Goal-oriented with a proven record of self-motivation and achievement. Strong proactive with strong analytical skills and able to maintain accurate financial records.
- Detail and Project Oriented
- Uses creativity to seek quality solutions and process improvements.
- Demonstrated teamwork skills across the entire organization.
- Willingness to work some evenings and weekends.
- Proficient in Microsoft Office (Outlook, Word, Excel, SharePoint, Teams, OneDrive, etc.)
- Have the ability to work well as part of a team as well as working independently with minimal supervision
- Passionate and has the drive and commitment to succeed
- Friendly and a can-do attitude and problem-solving mentality
- The ability to take a professional approach whilst being flexible, using best judgment to arrive at reasonable and sound decisions
- Operates by and upholds the values of The Zahra Foundation
- Legally entitled to work in Canada