



## Job Description

Job Title: Administrative Officer

Position Type: Full time

Salary: Competitive

Location: Greater Toronto Area (with remote working)

Start Date: ASAP

Deadline: July 27<sup>th</sup>, 2022

### About the role:

The Zahra Foundation is looking for an experienced Administrative Officer 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 achieve ensure that the charity's administrative tasks are managed to the highest standard.

Reporting to the Operations Manager, the Administrative Officer will assist with day to day operations, working across departments to ensure that all activity is efficient and meets expected standards. AO will oversee and implement administrative procedures, establish work priorities, conduct analyses of administrative tasks, assist with legal contracts, compliance and maintain inventory of supplies. The successful candidate will also be required to complete professional development courses on operations of Canadian Charity. The Administrative Officer will work towards maintaining and building efficient documentation, minute book and record keeping.

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#### Main responsibilities:

- Working with the Operations Manager to carry out duties in accordance with their requirements
- Manage multiple responsibilities at once by focusing on one task at once while keeping track of others
- Effectively plan fundraising initiatives to help organizations to meet financial goals

- Ensure projects are delivered on time, within scope and within budget
- Assist with program operations ensuring events run smoothly
- Maintain CRM, diligent record keeping, record meeting minutes and keep the rest of the team updated
- Conduct due diligence on all potential partners, large donors and social events
- Ensuring compliance with all relevant regulators
- Assist in event planning
- Assist with Donor Management
- Upkeeping of administrative tasks including managing and responding to donor inquiries and donor management
- Work under flexible availabilities
- In-person, email and telephone communication with internal and external stakeholders
- Presenting information about the services The Zahra Foundation offers to donors
- Devising and managing contractual agreements with third party stakeholders
- Coordinating cross-departmental and cross-organisational efforts
- Ensuring completion of all documentation for charitable projects including project proposals, budgets, project completion reports, etc.
- Maintaining an up-to-date record of all documentation for the charitable projects
- Seeking Operations Manager's approval for domestic payments
- Approving and processing payments to vendors
- Ensuring compliance with internal controls and regulators on a day-to-day basis
- Provide timely and accurate advice to internal stakeholders regarding best practice
- Any other related tasks required

**Personal specification:**

- Education to degree level with relevant education and/or training in a relevant field to the role (essential)
- Valid drivers license and access to a car (essential)
- Able to travel internationally
- Excellent leadership skills (essential)
- An effective communicator in person and across all mediums (essential)
- Experience working in the Charity sector (desirable)
- Good knowledge of financial and charity regulators and their requirements as well as their recommendations of good practice (desirable)
- Ability to build effective working relationships with a wide range of people (essential)
- Excellent numeracy skills and good data analysis skills (essential)
- Competent at managing conflicting deadlines (essential)
- Excellent attention to detail (essential)
- Competent use of IT packages, including Microsoft Office (essential)
- Have strong organization and excellent time management skills (essential)
- Have the ability to work well as part of a team as well as working independently (essential)
- Experience managing HR matters (desirable)

- Have the drive and commitment to succeed (essential)
- Have a can-do attitude and problem-solving mentality (essential)
- The ability to take a professional approach whilst being flexible, using best judgement to arrive at reasonable and sound decisions (essential)
- The ability to quickly understand new ideas and concepts (essential)
- Operates by and upholds the values of The Zahra Foundation (essential)
- Have the right to work in Canada (essential)