



## Interim Managing Director

### Job Description

Shoresh Jewish Environmental Programs is seeking to hire an Interim Managing Director to cover a one-year maternity leave position. As a senior staff in a small organization, Shoresh's Managing Director will play a significant role in shaping and determining Shoresh's growth and sustainability. As a small, young charitable organization, Shoresh is in the midst of a significant multi-year effort to clarify and strengthen all of our systems and broaden our impact. We are looking for someone to join our team who understands the issues addressed by Shoresh's programs and initiatives and is committed to the values espoused by Shoresh.

### Overview and Job Summary:

The Managing Director will work closely with Shoresh's Executive Director and Director of Community Outreach. The Managing Director will be responsible for leading and managing Shoresh's daily operations and development initiatives, with the overarching goal to maintain organizational effectiveness and financial sustainability. The Managing Director will also be required to manage and supervise part time employees.

### Key Responsibilities:

#### Lead Resource Development (40%)

The Managing Director will direct Shoresh's development efforts.

- Work with all staff to develop and execute the annual fundraising plan;
- Secure financial support from individuals;
- Apply for new grants and manage the implementation of existing grants;
- Plan fundraising events;
- Cultivate and maintain excellent relationships with key stakeholders, including staff, Board Members, UJA Federation of Greater Toronto, partner institutions, and funders.

#### Oversee and Manage Finances (25%)

The Managing Director will oversee and manage all of Shoresh's financial matters.

- Support fiscal health of the organization, including budget preparation (annual and three-year budgets), setting and following financial controls, meeting revenue and expense targets and ensuring accurate and timely reporting;
- Responsible for general accounting, including inputting all income and expenses in Quickbooks, preparing staff payroll, and issuing expense reimbursements;
- Liaise with staff, contractors, and others to ensure proper financial management;

- Facilitate Charitable Tax Filing with accountant and issue charitable tax receipts;
- Work closely with Board Treasurer.

#### Build and Sustain Operations (25%)

Shoresh's Managing Director will oversee all internal operations, ensuring that Shoresh continues to run smoothly, that programs remain strong, and that staff and volunteers have what they need to accomplish Shoresh's mission.

- Supervise upgrading/maintaining all back-end systems related to marketing, fundraising, and data based management;
- Regularly update volunteer and programmatic logs;
- Ensure compliance with all relevant federal, provincial and municipal laws;
- Ensure organization has strong risk management processes in place;
- Develop site health and safety protocols and implement related staff trainings;
- Develop/revise staff policies;

#### Additional Roles and Responsibilities (10%)

Shoresh has a lean staff and the Managing Director may be asked to support the organization generally, and the Executive Director specifically, in a number of areas which may include board development, staff coordination, event planning and marketing.

#### **Schedule and Supervision**

This is a full-time, 30-40 hour per week position. It requires the staff member to work some evenings and weekends. The Managing Director will be supervised by the Shoresh Board of Directors until the Executive Director returns from maternity leave in August 2017.

#### **Salary and Benefits**

Salary is competitive and commensurate with experience. Compensation also includes health care coverage and paid vacation.

#### **Qualifications:**

In particular, we are seeking someone who possesses the following skill set:

- Incredible attention to detail;
- Ability to prioritize
- Time management skills
- Organized with track record of developing and implementing planning documents;
- Management and supervision skills are an asset
- Experience fundraising and developing relationships with new donors;
- Experience developing and managing budgets;
- Strong computer skills, including MS Word, Excel, Quickbooks, e-mail, and the capacity to quickly learn and master new systems;
- Knowledge of the charitable sector;

- Strong communication skills, particularly, strong writing skills;
- Demonstrated creativity and innovation to solve challenges that may arise in an entrepreneurial environment;
- Valid driver's license and access to own vehicle.

**Duration:**

This is a one -year position that will begin January 09, 2017 and end February 2018.

**How to apply:**

Please send your cover letter and resume to [hire@shoresh.ca](mailto:hire@shoresh.ca). All attachments must each be labeled with the applicant's full name. In your cover letter, please help us understand why you're the ideal candidate by addressing the following questions:

1. What interests you most about this position?
2. Based on the qualifications, why are you a strong candidate?
3. What excites you about Shoresh's mission?

Our sincere appreciation to all those expressing interest in this position, however, only those applicants invited for an interview will be contacted. We will accept applications until the position is filled. No recruiters please.