



## Role Description

<b>Role Title</b>	Operations Lead
<b>Reporting To</b>	Executive Director

### Role Overview

The Operations Lead is responsible for overseeing various aspects of the organization's operations, finance, human resources, resource development, communications, legal, and information technology. In the finance domain, the role involves acting as a monthly liaison between Program Managers and the Accountant, conducting monthly financial reviews, preparing quarterly financial reports and analysis for the Executive Director, and taking charge of annual budget responsibilities.

The Operations Lead also plays a vital role in project management, collaborating with Program Managers to create timelines and cost projections, ensuring projects adhere to specifications, timelines, and budgets, and identifying opportunities to improve organizational processes and resource utilization. Additionally, the position involves managing human resources, ensuring compliance, and playing a key role in resource development and communication strategies. Furthermore, the Operations Lead provides oversight of legal matters and information technology, ensuring the organization's compliance with regulations and maintaining general cyber security.

### Role Duties & Responsibilities

- Finance
  - Monthly liaison between Program Managers and Accountant
  - Monthly financial review by program
  - Quarterly financial report and analysis to the Executive Director
  - Annual budget responsibility
  - Directs the preparation of all financial statements, including income statements, balance sheets, shareholder reports, tax returns, and governmental agency reports
  - Lead resource for audit and fiscal compliance
  - Compares income projections to actual figures and budgeted expenses to actual expenses; makes or oversees any necessary adjustments to future projections and budgets
- Operations
  - Oversees and implements the delegation of authority policy
  - Supervising Program Managers project management tools, creating timelines and cost projections, organizing collaborative meetings, and ensuring projects comply with specifications, timelines, and budgets.
  - Collaborates with other divisions and departments to carry out the organization's goals and objectives
  - Identifies, recommends, and implements new processes, technologies, and systems to improve and streamline organizational processes and use of resources and materials

- Ensures that departmental decisions and project plans such as those for staffing, development, organization, material efficiency, hardware acquisitions, and facilities are in line with the organizations business plan and vision
- Collaborate with ED in drafting and implementing the strategic plan
- Human Resources
  - Day to day liaison with Human Resources
  - Responsible for health and safety for employees, volunteers and participants
  - Day to day management of the employee/contractors lifecycle
  - Bi-weekly payroll approval and submission
  - General oversight of HR compliance
- Resource Development
  - Participate in the development of the resource development strategy
  - Oversee Grants and Resource Development Lead
  - Provide feedback on new proposal/budget development
  - Review donor contracts
- Communications
  - Review of the comprehensive communications plan
  - Monitoring content creation across all channels
  - Implement tools for performance tracking, analysis and reporting
  - Ensuring internal collaboration to promote the programs and organization
- Legal
  - Review and draft contracts for approval
  - Ensure the organization is compliant with legal regulations and rules
- Information Technology
  - General oversight of technology and cyber security.

### Reporting Lines

Program Managers, Grant and Development Lead, Communications and Marketing Specialist

### External Relationships

External Accountant, External Legal, External HR

### Budget Responsibilities

As delegated by the Executive Director

### Position Requirements

#### Academic Qualifications:

- Associate Degree with 7 years experience and/or Bachelor's Degree with 3 years experience and/or Masters Degree, Business Administration or relevant related degree

#### Experience & Skills:

- 5 years experience working with Indigenous populations
- Collaborative; Self-motivated; Resourceful; Critical Thinker; Creative, Strategic
- The person in this position exhibits conscientiousness, dedication, self-discipline, and a sense of responsibility
- The person in this position must have the ability to work independently, take initiative and prioritize multiple assignments with attention to detail and deadlines in a fast-paced environment

- The person in this position must have the ability to establish effective relationships and work in a team environment to meet team and OJI:SDA' goals
- The person in this position must have a thorough understanding of OJI:SDA' processes, procedures and policies
- The person in this position is able to manage, coordinate and make decisions proactively and efficiently
- This position requires the ability to exhibit poise, clarity, and self-control in stressful, ambiguous or emotionally demanding situations
- Excellent written and verbal communication skills
- Demonstrated analytical, problem-solving, statistical, and mathematical skills required
- Must be familiar with budgeting and accounting concepts
- Excellent verbal and written communication skills
- Proficient in Google Suite
- Excellent ability to conceptualize long-term business goals and develop orderly processes to accomplish those goal
- Excellent managerial skills
- Thorough understanding of information technology and information technology systems

Competencies:

- Ethical Conduct
- Time Management
- Organizational Skills
- Financial Management
- Project Management
- Personal Effectiveness/Credibility

**Remote Job + 5% Travel to Headquarters - 20 -25 hours a week to potentially grow to a full time position as the organization grows.**

*The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this role. They are not intended to be an exhaustive list of all duties, responsibilities and skills required.*