



## **JOB POSTING**

**We are currently seeking the ideal candidate to fill the position of:  
Operations Manager**

### **About Black Health Alliance**

The Black Health Alliance is a community-led registered charity working to improve the health and well-being of Black communities in Canada. Building on our track record as an effective mobilizer and champion, we continue to grow our movement for change. Driven by groundbreaking research, strong partnerships, and dedicated people, this movement continues to build innovative solutions to improve Black health and well-being, and mobilize people and financial resources to create lasting change in the lives of Black children, families and communities.

### **Role Overview**

Reporting directly to the Executive Director, the Operations Manager will be responsible for the efficient and professional support of the charity. They will support the management of projects and programs, organization design, operational excellence and transformation in key areas such as: performance improvement, budgeting, culture, and sustainability. The ideal candidate will have strong interpersonal and communication skills, and a high degree of professionalism.

### **Role Scope**

#### **Strategy and Operations Support**

- Support the development of an overarching yearly operational plan
- Serve as the finance lead, accountable for all financial functions including bookkeeping, budget management, payroll, annual audit, accounts payable, accounts receivable
- Coordinate the development of an annual budget and multi-year operational forecasts by examining needs, budget lines, action plans, the organization's strategic positioning and approach, and ensuring fiscal responsibility against projected targets
- Provide support for the annual financial audit, preparation of annual financial statements, and review of other financial reporting requirements
- Develop and manage detailed road maps for multiple projects
- Provide direct assistance to the Executive Director in the day-to-day operations of the Black Health Alliance
- Support grant and proposal writing
- Maintains and updates documentation for both internal and external audiences
- Preparation of reports for both internal and external stakeholders, including the board of directors

- Oversee all risk management and insurance activities including legal, insurance applications and claims management.
- Responsible for all assets of the organization administration and oversees vendors/suppliers, contractors, and projects
- Develop and recommend policies pertaining to the Black Health Alliance

### **Human Resources**

- Be the HR lead for the organization, responsible with the Executive Director and senior management for building a high-performance work culture and being accountable for HR compliance, skill improvement, performance management, succession planning, hiring, health and safety, employee engagement, compensation and benefits, policy documentation and employee records
- Develop and implement procedures, duties, and training for the Black Health Alliance. team
- Execute HR tasks with tact and confidentiality, including payroll, employee files and database support
- Conduct all aspects of hiring – advertising vacancies, short-listing and arranging interviews of candidates

### **Core Competencies**

- Demonstrated understanding of the effects of anti-Black racism on Black populations rooted in lived experience, and demonstrated experience (lived or work) working with Black communities and organizations.
- Experience working through and applying an anti-oppressive framework to work and working environments
- Experience working with confidential material
- Strong organizational, time management and leadership skills
- Ability to work effectively, cooperatively, and diplomatically with students, staff, committees, and the public
- Strong interpersonal skills

### **Requirements**

- A minimum of five years experience in a Non-Profit or Charity setting
- Bachelor's degree in Commerce, Finance, Economics or Business Administration with preference given to a community development focus, or equivalent experience

### **Assets**

- Multi-lingual (French etc.)
- Experience in a Non-Profit or Charity setting
- Previous experience in operations or business management, or relevant role
- Familiarity with working with personnel management software

## INFORMATION ABOUT THE POSITION

### Work Conditions

- Black Health Alliance is currently using flexible hybrid working model, where employees can opt to work from home or in our offices
- This role will require in-person interactions with stakeholders
- The standard work week is Monday to Friday, some evening or weekend hours are anticipated
- Changes to shift start and end times may be required based on operational needs

### Salary

- Remuneration will be dependent on qualifications and experience
- Annual Salary Range: \$62,000 - \$81,000
- Black Health Alliance offers extended health benefits and a wellness spending account to all full-time employees

### Black Health Alliance Commitment to Equity

*The Black Health Alliance is committed to being an equitable employee and to creating a workplace culture of inclusiveness that reflects the diversity of the people that we serve. As an organization focused on improving the health and well-being of Black communities we strongly encourage and prioritize applications from persons that represent the diversity of Black communities including people living with disabilities, and people from gender, and sexually diverse communities to apply.*

### Accommodations and Accessibility:

*The Black Health Alliance provides employment accommodation during the recruitment process. Should you require **any** accommodation, please indicate this on your application and we will work with you to meet your accessibility needs. For any questions, suggestions or required documents regarding accessibility in a different format, please contact us at [opportunities@blackhealthalliance.ca](mailto:opportunities@blackhealthalliance.ca)*

### Application Process

**Qualified applicants should forward a cover letter and resume indicating “Application for Operations Manager” in the subject line to: [opportunities@blackhealthalliance.ca](mailto:opportunities@blackhealthalliance.ca)**

While we thank all individuals for their interest, only those selected for an interview will be contacted.

**POSITION WILL BE POSTED UNTIL FILLED**