



## Senior Manager of Operations

Shine Foundation has been changing the lives of young people in Canada living with severe physical disabilities since 1987 by delivering individual dreams that function as a catalyst for developing confidence, strength, and a positive sense of self. Shine is looking for a person in the London to Toronto corridor to join our senior leadership team in the role of Senior Manager of Operations.

### What does Shine have to offer you?

- **The opportunity to make a difference** in the life of young people living with severe physical disabilities. Would you like the opportunity to have an impact that can last a lifetime?
- **Hybrid and remote work strategy.** Shine has had a remote work strategy for years and we appreciate the shared benefit of having flexibility to work outside of our head office.
- **Strong compensation package.** The hiring range for this position is \$80,000 to \$90,000 per year with the opportunity for yearly increases based on performance. The starting salary for this position will be determined considering the candidate's relevant education and experience, internal equity and would be aligned with Shine's compensation policies.
- **Physical and mental health benefits.** Shine provides comprehensive and competitive health, dental and employee assistance benefits program to support the health and well-being of our team members and their family.
- **Commitment to your growth and development.** Each team member has a budget for personal development each year. Shine also provides internal training and ensures consistent coaching and development.
- **Future financial security.** Shine offers a group matching RSP program and provides life insurance.
- **Fun work environment.** No success is too small to celebrate! We also recognize the important life moments for our team. We have virtual and in-person events just for the fun of it.

### Let's talk about you!

You are someone with the following qualifications:

- Has a Business, Human Resources or Accounting degree. CPA preferred.
- Minimum five years of successful operational management/leadership experience, preferably in a not-for-profit environment.
- Knowledge of and ability to apply financial accounting policies, generally accepted accounting principles and internal controls.
- Knowledge of non-profit accounting rules and procedures.
- Knowledge of and ability to apply Human Resource Management principles, Provincial Employment Standards Acts, Ontario Health and Safety Act, and other applicable legislation.
- Ability to manage employees effectively.
- Ability to make effective contributions as a member of the senior leadership team,
- Demonstrated business management skills.
- Excellent interpersonal, oral and written communication skills including negotiating and influencing others.
- Demonstrated team leadership and team building experience.
- Knowledge of effective fundraising principles and practices is helpful.

- Highly organized and able to work on multiple projects concurrently and consistently meet deadlines,
- Refined problem-solving and analytical skills and the ability to establish and adjust current and emerging priorities.
- Results-oriented and focused.
- Proficient with all MS Office software including Teams.
- Demonstrated ability to successfully handle stressful situations.
- Strong initiative and ability to work without supervision.
- Positive and professional attitude, appearance and demeanor, and the ability to serve as a personal role model internally and in the community.

### **What will you do in this role?**

Reporting directly to, and working closely with, the CEO, the Senior Manager of Operations is a member of the senior leadership team and has a strategic role in the overall financial management of the organization as well as the organization's strategic direction with day-to-day responsibility for planning, implementing, managing, and controlling all human resource and financial related activities. Specific responsibilities include finance management and planning, accounting, forecasting, oversight of the computer network and key information systems, human resources, and administration of overall office support systems including physical office premises.

For a full job description, please visit our website: <https://www.shinefoundation.ca/job-opening-senior-manager-operations>

### **Shine's Purpose:**

Shine Foundation has been changing the lives of young people across Canada, living with severe physical disabilities since 1987. Shine was a part of the Canadian disability rights movement which arose around in the latter half of the 20<sup>th</sup> century. This movement included multiple social movements that took a similar but distinct approach advocating civil rights for almost four million people with physical, sensory, and cognitive impairments. Our purpose is to positively impact the mental health of the people we serve through building confidence, independence, and hope for the future.

### **About Our Team:**

**Shine is a team that thrives on working together and we value the contribution of the individual** towards overall organizational goals. We are committed to the well-being of our team, including their growth and development. Our team is motivated by the change we see in the young people we serve.

### **Next step? That is up to you.**

Would you like to learn more about this opportunity and how you may be able to join the team at Shine? Apply today!

Please submit your cover letter and resume to [careers@shinefoundation.ca](mailto:careers@shinefoundation.ca) Please explore [www.shinefoundation.ca](http://www.shinefoundation.ca) for more information about Shine.

While we sincerely appreciate all applications, only those candidates selected for an interview will be contacted. Shine Foundation is an equal opportunity employer.