



Stand Up for Oscar's Place Inc. Employment Opportunity

SHELTER MANAGER

Position Objective: To professionally and proactively support the Vision set out by the Board of Directors of Stand Up for Oscar's Place Inc.

GENERAL RESPONSIBILITIES:

Board Governance: Works with board in order to fulfill the organization mission.

- Responsible for leading Oscar's Place in a manner that supports and guides the organization's mission as defined by the Board of Directors.
- Responsible for communicating effectively with the Board and providing, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions.

Financial Performance and Viability: Develops resources sufficient to ensure the financial health of the organization.

- Responsible for the fiscal integrity of Oscar's Place, to include submission to the Board of a proposed annual budget and monthly financial statements, which accurately reflect the financial condition of the organization.
- Responsible for fiscal management that generally anticipates operating within the approved budget, ensures maximum resource utilization, and maintenance of the organization in a positive financial position.
- Responsible for fundraising and developing other resources necessary to support Oscar's Place mission.

Organization Mission and Strategy: Works with board and staff to ensure that the mission is fulfilled through programs, strategic planning and community outreach.

- Responsible for implementation of support programs that carry out the organization's mission.
- Responsible for strategic planning to ensure that Oscar's Place can successfully fulfill its Mission into the future.
- Responsible for the enhancement of Oscar's Place image by being active and visible in the community and by working closely with other professional, civic and private organizations.

Organization Operations. Oversees and implements appropriate resources to ensure that the operations of the organization are appropriate.

- Responsible effective administration of Oscar's Place operations.
- Responsible for the hiring and retention of competent, qualified staff.
- Responsible for signing all notes, agreements, and other instruments made and entered into and on behalf of the organization.

• Responsible to ensure the maintenance and cleanliness of facility, equipment and yard

Volunteer Support: Works with the volunteers to ensure they are respected and appreciated for the work they do on behalf of the shelter.

- Can provide professional and informative orientation of the Shelter
- Ensure Volunteers are treated with equality, respect and dignity
- Support Volunteers to have a positive experience while at Oscar's Place Shelter
- Communicates with Shelter Manager regarding Volunteer strengths, challenges or concerns.

Professional Qualifications:

- Knowledge on Emergency Shelter Standards in Manitoba.
- Senior non-profit management experience under a Board of Directors
- Transparent and high integrity leadership
- Strong organizational abilities including planning, delegation, program development and task facilitation
- Ability to convey a vision of Oscar's Place strategic future to staff, board, volunteers and donors
- Knowledge of fundraising strategies and donor relations unique to non-profit
- Skills to collaborate with and motivate board members and volunteers
- Demonstrated standard for maintenance and cleanliness of the facility, equipment and yard
- Proficient in the use of technology specifically – Microsoft Office, Sage 50 & HIFIS
- Demonstrated experience, knowledge, and understanding of Indigenous culture
- Bookkeeping experience (mandatory)
- Solid, hands-on budget management skills, including budget preparation and reporting
- Have developed successful proposals for program and building funding
- Knowledge of funding opportunities for non-profit organizations
- Ability to develop a strong working relationship with other supports in the community
- Strong public speaking ability

Salary Range: \$37,000 - \$43,000

Closing Date: October 12th

Email resume to: thepasshelter@outlook.com