

Job Description – General Manager, Federation of Ontario Cottagers' Associations

This position is a core staff person for FOCA, reporting to the Executive Director.

FOCA is a thriving and mature non-profit located in Peterborough, ON with a stable and experienced small staff. We need an individual with a high capacity to dig in and support the team, to show leadership and initiative.

This position is full-time. FOCA currently operates a hybrid office model, but staff primarily work remotely.

The ideal candidate will bring a high level of energy and be willing to roll up their sleeves to assist with day-to-day tasks. They will be a strong team player and team builder who understands the value of collaboration.

A people leader with 5+ years administrative, accounting, office management experience and a degree or equivalent experience in business administration, finance, or related field preferred.

Responsibilities:

Leadership

- Support the organization by maintaining excellence in administrative and financial operations to enhance the organization's effectiveness and ultimately the community profile.
- Provide supervision for a small staff (4 positions).

Organizational Coordination

- Manage all aspects of creating a healthy and effective work environment
- Deliver on the relevant parts of the strategic plan and annual work plan
- Monitor the day-to-day delivery of the programs and activities of the organization to maintain and improve quality and productivity.
- Coordinate and maintain records for committee and Board meetings, and Board-only content for the website
- Support partnerships that strengthen the organization and improve our capacity to meet our strategic directions
- Support/Manage the administration of the membership strategies and activities.

Financial Management

- Participate in the development of and support the organization's strategic plans
- Monitor the financial performance of the organization
- Compile and analyze financial reporting packages
- Prepare annual operating budgets and quarterly updates
- Develop and manage financial controls in accordance with the organization's procedures
- Communicate financial metrics to the Executive Director, Finance Committee and Board
- Oversee accounts receivable and accounts payable
- Manage the preparation of payroll for personnel

IT Management

- Along with the organization's IT support, oversee the SaaS operation and strategy
- Provide expert guidance and planning for FOCA's current CRM platform, Sumac.
 - Oversee current platforms and develop a CRM strategy
 - Provide assistance to the membership coordinator and other staff members utilizing the platforms.

Records Management

- Ensure accurate and safe record keeping of the corporate files, policies and official minutes from board meetings
- Identify key organization documents and ensure retention
- Manage the current and develop a new records management plan/policies for FOCA's digital and paper archives, correspondence and subject matter files

Fundraising

- Support the development of fundraising plans and produce reports as required by funders, or the Board
- Research funding sources and write funding proposals to increase the funds of the organization

Subject Matter Expertise

- Develop in depth understanding of the environment in which FOCA operates, our strategic goals, priority hot topics.

Human Resources Planning and Management

- Execute and continuously improve HR policies and plans for the organization

If you are ready to join a thriving team in a growing organization, send us your resume and a cover letter including any relevant experience in an association environment to trees@foca.on.ca .

Permanent, full time, \$70,000 annually. Extended health benefits and paid vacation.

Deadline for applications is July 29, 2022. Expected start date is September 1, 2022.

We thank all who express interest in this position; however only those selected for an interview will be contacted.