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## **OPERATIONS MANAGER - LAKESHORE ARTS**

**Date Posted:** Tuesday February 14, 2017

**Application Deadline:** Monday March 13, 2017

**Interviews:** Tuesday March 21, 2017

**Start Date:** Monday April 24, 2017

**Salary:** \$42,000 - \$45,000 commensurate with experience

**City:** Toronto

**Term:** Full-time/ One - year maternity leave contract

### **Organization Description:**

Lakeshore Arts is a not for profit community arts organization who believes in the transformative power of the arts to create change. Our mandate encourages us to be inclusive as a means of strengthening community; our values embrace the arts to create healthy and vibrant neighbourhoods. We strive to create broad community awareness of the arts through our innovative programming and advocacy work and have developed partnerships and networks to sustain local art activity.

This is an excellent opportunity to join the team of an organization that has excelled in the community arts sector for the past 24 years.

### **Job Description:**

Reporting to the Executive Director, the Operations Manager is a key member of the management team of Lakeshore Arts. The Operations Manager is the strategic link between many aspects of the organizational development and the organization's sustainability. They work in a supervisory role to perform a number of essential and diverse administrative tasks related to the organization's office coordination, facilities management, board development, financial management, membership and volunteer management, development initiatives, marketing and communications, and strategic planning. Due to the multifaceted nature of this position, the responsibilities of the Operations Manager will be divided into the following categories:

**Duties include:**

**OPERATIONS**

- Manage the operational systems, processes, and policies that support the organization's staff and uphold Lakeshore Arts' mission.
- Manage daily office coordination and maintain the office/gallery space and facility needs.
- Manage the day-to-day financial operations in consultation with the Executive Director and Bookkeeper.
- Assist Executive Director with the Strategic Plan, processes and logistics.
- Prepares monthly board reports and coordination of Annual General Meeting.
- Manage operational staff including interns and contract staff.
- Provide support and resources to the Gallery Coordinator in the development of the Lakeshore Arts' Volunteer Program.
- Manage the general administration of facility rentals.

**DEVELOPMENT**

- Develop an annual fundraising plan with diversified streams of revenue.
- Conduct prospect research and make recommendations based on findings.
- Manage fundraising events, projects, and initiatives from conception to completion.
- Act as a resource for Board-driven fundraising committee in the development of fundraising strategy and implementation.
- Assist with the development and implementation of a multi-year strategic plan.
- Manage and track donor relations using CRM tool (SUMAC).
- Assist with the preparation, writing, and research of operating and project based grants.
- Oversee management of Lakeshore Arts' membership administration.

**MARKETING & COMMUNICATIONS**

- Develop and implement annual marketing plans in support of Lakeshore Arts' strategic plan.
- Manage and oversee the execution of the organization's brand on both online and offline communication channels, including; Twitter, Facebook, Instagram, local Newspapers, community calendars, etc.
- Create and/or oversee the development of all Lakeshore Arts promotional material.
- Prepare and publish bi-weekly e-newsletters to members and supporters.
- Oversee the maintenance of the organization's website ([www.lakeshorearts.ca](http://www.lakeshorearts.ca)).

## **ADMINISTRATIVE SUPPORT**

- Organize and contribute to regular staff meetings
- Assist with special project/event development and brainstorming as needed

### **Requirements:**

- 3-4 years relevant experience in an arts administration role and/or a minimum of 2 years in a supervisory management position.
- A diploma or degree in Arts Administration, Not-for-Profit Management, Business Administration, or a related field; or equivalent experience
- A strong knowledge of Toronto's community arts sector and funding bodies
- A talent for working collaboratively and independently in a results-oriented environment
- Experience in database administration, knowledge of SUMAC an asset
- Excellent oral and written communication skills
- Superior organizational skills and attention to detail
- Ability to set priorities, problem solve, and manage multiple projects simultaneously
- Adaptable to flexible work schedule including some evenings and weekends
- Experience in Adobe CS or website maintenance considered an asset
- Working knowledge of IATS/CanadaHelps and online ticketing systems (Eventbrite/TicketTailor) considered an asset

### **How to Apply:**

**Lakeshore Arts is an equal opportunity employer and invites interested candidates to submit a resume and cover letter (combined in a single PDF attachment) via email to [natassia@lakeshorearts.ca](mailto:natassia@lakeshorearts.ca) with the Subject Line "Interim Operations Manager". The application deadline is Monday March 13, 2017. We thank all who apply, however only those selected for an interview will be contacted. No phone calls or drop-ins. [www.lakeshorearts.ca](http://www.lakeshorearts.ca)**