

# Operations Manager

**Application Deadline:** August 24th at 11:59pm

**Interviews:** Aug 31st to Sept 4th, 2020

**Start Date:** Sept 21st, 2020

**Salary:** \$33,600 to \$37,600 for 30 hrs/per week

**Location:** Etobicoke, Ontario

**Term:** Full-time

**Employee Benefits:** Health

**Organization's Field/Discipline:** The Arts

**Job's focus:** Creative and Administrative

**Job Type:** Full-time

**Career Level:** Middle management



## LAKESHORE ARTS

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TORONTO, ON . M8V 1C4  
416 201 7093

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LAKESHOREARTS.CA  
@LAKESHOREARTS

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CONNECTING COMMUNITIES  
THROUGH ART

## About Lakeshore Arts

Lakeshore Arts is a registered charitable not-for-profit community arts organization dedicated to engaging all peoples using multidisciplinary art forms as a way of enriching lives and strengthening Toronto's communities. We believe community arts contributes to the holistic health of a community by offering creative opportunities to empower positive social change through connecting people to the arts.

## Job Description

Reporting to the Executive Director, the Operations Manager is a crucial member of the LSA management team. The Operations Manager is the strategic link between many aspects of organizational development and sustainability. They work in a supervisory role and perform a number of essential and diverse administrative tasks related to the organization's day to day operations, board, financial management, fundraising and development initiatives, strategic planning, and some volunteer coordination. Due to the multifaceted nature of this position, the primary responsibilities of the Operations Manager include:

### OPERATIONS - 50%

- Manage the operational systems, processes, and policies that support the organization's staff and uphold Lakeshore Arts' mission.
- Organize and contribute to regular staff meetings.
- Assist with special project/event development and brainstorming as needed.
- Manage daily office coordination and maintain the office and facility needs.
- Manage the day-to-day financial operations in consultation with the Executive Director and Bookkeeper.
- Liaise with the Board of Directors and assist with Board Development and Evaluation strategies as needed throughout the year.
- Manage the administration associated with Lakeshore Arts' Volunteer Program.
- Provide frontline customer service and reception duties to the public.
- Oversee the general administration of facility rentals.

### DEVELOPMENT - 45%

- Create an annual fundraising and development plan with diversified streams of revenue in collaboration with the Executive Director.
- Oversee contract development staff as needed.
- Manage fundraising and development events, projects, and initiatives from conception to completion.
- Assist with the development, implementation and yearly updating of the organization's strategic plan.
- Assist with the preparation, writing, and research of operating and occasionally project based grants.
- Manage Lakeshore Arts' membership administration.

### **MARKETING & COMMUNICATIONS - 5%**

- Work with the Marketing and Communications Coordinator to develop and implement annual marketing plans.
- Supervise and support the Marketing and Communications Coordinator.
- Prepare and publish bi-weekly e-newsletters.

### **Working Conditions:**

- The Operations Manager usually works in an office environment but the activities of the organization may take them off-site from time to time.
- The position will require working occasionally in our public facing Community Project Space.
- The position requires occasional flex hours, with some evening and weekend work required.

### **Qualifications**

#### Required:

- 2-4 years relevant experience in an arts/culture administration role,
- Experience implementing creative approaches to fundraising, development and revenue generation.
- 2-4 yrs fundraising and development experience in a charity or Not-for-Profit
- A diploma, degree or relevant experience in Arts Administration, Not-for-Profit Management, Business Administration, or Fundraising and Development preferably within the arts and cultural sector.
- Experience in a supervisory position.
- A strong knowledge of Toronto's community arts sector.
- Proven ability to diversify earned revenue and establish innovative fundraising strategies.
- A talent for working collaboratively and independently in a results-oriented environment.
- Experience with Content Management Systems software (i.e. MiCharity, Raisers Edge)
- Strong organizational and time management skills with a great working knowledge of Google based platforms.
- 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.
- Comfortable working with Mac operating systems.

Asset:

- Some experience in Adobe Design and Wordpress.
- Basic website maintenance.
- Knowledge of CADAC.
- First Aid training.

## **Additional Info**

### **Why Join Us:**

We are a team of passionate community arts professionals, driven by our mission to develop socially engaged community arts programming. As a team we value creative thinking, collaboration and believe in supporting one another. We are committed to the health and well-being of our staff, volunteers and program participants. We also value learning and encourage ongoing professional development, network building and mentorship opportunities.

We know an effective organization and workplace culture is developed through mutual respect and believe that diversity and inclusion are crucial to our shared success. LSA is an equal opportunity employer and we approach hiring practices through an equity lens and pledge to: include a salary range or rate of pay in job postings when possible, provide transparency in hiring timeline and dates, offer an opportunity for feedback for candidates who attend interviews, make any accommodations possible during the recruitment and hiring process and continually make improvements to break down barriers to employment.

Please note, our office is on a second story walk-up that isn't wheelchair accessible or may be difficult for those with mobility limitations.

LSA is located in Etobicoke/Adobigok (Place of the Alders in the Ojibwe). This territory was subject of the Dish With One Spoon Wampum Belt Covenant and we are grateful to have the opportunity to live and work in this territory alongside many Indigenous people from across Turtle Island.

For more information about Lakeshore Arts, please visit our website: [www.lakeshorearts.ca](http://www.lakeshorearts.ca)

## **How to Apply**

Interested applicants should submit a cover letter and resume as a single pdf with the subject "Operations Manager" to [ed@lakeshorearts.ca](mailto:ed@lakeshorearts.ca) by **11:59pm on August 24th, 2020**. Applications without a cover letter will not be considered. No phone calls please. Thank you for your interest in this opportunity; however, only those persons selected for an interview will be contacted.

In all aspects of the selection process, accommodations are available upon request. Interviews will be conducted by video conferencing.