



## Operations Manager Job Description

Seva Canada is seeking an experienced, self-directed Operations Manager to join our small, dynamic team for a full-time limited term contract **starting July 5<sup>th</sup> 2021 and concluding March 31<sup>st</sup>, 2022** (parental leave coverage).

### Organization Summary

Seva Canada is an international development organization located in Kitsilano, Vancouver, whose mission is to restore sight and prevent blindness in low- and middle-income countries. We create sustainable eye care programs that achieve long-term change, are culturally sensitive, and reach those most in need – women, children and people living in extreme poverty and isolation. Since 1982, our donors have given the power of sight to more than 5 million people through life-changing surgeries and provided eye care services to millions more.

### Position Summary

Reporting to the Executive Director, the Operations Manager manages the organization's budget and other financial functions, office operations, and supports fundraising and marketing activities.

The successful candidate will be a detail-oriented, self-motivated professional with budgeting and financial experience, an interest in fundraising or communications, and excellent written and verbal communication skills.

### Compensation

- \$60,000 per year salary, paid biweekly
- Paid sick days (5 per year, prorated to start date)
- Three weeks annual vacation (prorated to start date)
- Extended Health benefits (upon successful completion of probationary period)
- Professional Development opportunities

## Responsibilities

The main responsibilities include, but are not limited to:

- Manage annual budgeting and planning process with the ED
- Oversee monthly and quarterly assessments and forecasts of the organization's financial performance
- Oversee partner budgeting, track expenditures & process funding requests
- Manage day to day finance activities: overseeing bank account activity, issuing payments and wires
- Reconcile monthly bank activity and preparing a monthly file for the bookkeeper, generating year-end reports, and fulfilling tax and other regulatory related requirements
- Manage the tracking, spending & reporting of major gifts & grants
- Administer payroll, employee benefits and organizational insurance
- Prepare annual audit and act as liaison with all outside vendors
- Be the first point of contact for donors in the office and on the phone
- Maintain day-to-day correspondence and processing requests from donors
- Record donations, maintain and update the donor database, and generate weekly tax receipts
- Coordinate weekly donor mailings
- Manage volunteers and events
- Manage daily administrative tasks - overseeing office maintenance and supplies

### **Qualifications: About You**

- 3-5 years' experience in a similar role, ideally in a not-for-profit setting
- Demonstrated experience with full-cycle bookkeeping, budgeting, and financial reporting within the charitable sector (familiarity with Quickbooks Online a significant asset)
- Demonstrated proficiency in Microsoft Office (Excel, Word, PowerPoint)
- Strong interpersonal, written and oral communication skills
- A track record of initiating and completing projects in a timely basis
- A professional and outgoing manner with the ability to interact tactfully and diplomatically with a wide variety of people
- Strong organizational skills and ability to manage competing priorities in a fast-paced environment
- Detail-oriented, ability to adhere to and maintain administrative procedures
- Flexibility to work evenings and weekends on occasion

### **Assets:**

- Familiarity with donor databases such as eTapestry or other Blackbaud products
- Experience in marketing and communications or fundraising
- Interest in international development and/or the not-for-profit sector

Please apply with your resume and cover letter to the Executive Director at [director@seva.ca](mailto:director@seva.ca) by May 31, 2021. We thank all applicants for their interest. Only those selected for an interview will be contacted.