

JOB POSTING DETAILS

Employer	Algoma University Student's Union	Job Type	RI
Job Title	Executive Director/General Manager	Duration	Full Time
Job ID	11740	Location	Sault Ste. Marie
Date Posted	November 9, 2021	Closing Date	December 3, 2021

Job Overview - Description & Duties

Employee type: Management, Fulltime, Permanent
 Remuneration: \$45K-\$50K annual salary/
 44 hours per week + benefits

Algoma University Students' Union is seeking a well-versed talented business opportunist who has worked in the challenging cross disciplinary industry sectors academics and social sciences. We are looking for a team builder that is able to collaborate and mentor an array of diverse aspiring young professionals with making decisions that enhance organizational effectiveness for a quickly growing not-for-profit. We are recruiting a strong leader, organizer and strategist that can assess conditions, evaluate options and implement actions to effectively respond to ever changing environmental conditions and trends, while ensuring alignment with the vision and values of our organization and student membership.

Reporting to the AUSU Board of Directors and Executive Team, the duties and responsibilities of the ED/GM shall include but not be limited to:

Leadership and communication

- Provide leadership and business expertise Student Governing Board in developing a vision and strategic plan to guide the Association and to act as a professional on all aspects of the Association's activities
- Identify, assess, and inform the Student Governing Board of internal and external issues that affect the Association
- Foster relationships and teamwork between the Executive Director, Board of Directors and staff
- Act as a spokesperson for the organization on operational issues

Operational planning and management

- Develop an operational plan which incorporates goals and objectives that work towards the strategic direction of the Association
- Oversee the efficient, innovative and effective day-to-day operation of the Association that meet the expectations of its Board and membership
- Research on advise on policy change and amendments under the direction and approval of the Board and prepare procedures to implement the organizational policies
- Provide advisory and expert support to the Board as an ex-officio member
- Work collaboratively with the Representation Executive Council on various issues and projects

Program planning and management

- Oversee the planning, implementation and evaluation of all programs, services, business operations and management
- Ensure that the programs and services offered contribute to the Association's mission, support and reflect the priorities of the Board and student membership

Human resources planning and management

- Provide organizational leadership to a team of about 25, including six direct reports across 3 campuses in Ontario
- Determine staffing and budgetary requirements for organizational management and program delivery
- Establish a positive, healthy and safe work environment, in accordance with all appropriate legislation and regulations
- Oversee and monitor performance management process for staff on an ongoing basis

- Train, coach and mentor staff as periodically

Financial planning, legal and management

- Work with staff and the Board to prepare an annual comprehensive operating and capital expenditures budget
- Negotiate contracts and oversee expenditures and procurement processes within the authority delegated by the Board
- Ensure sound bookkeeping and accounting procedures and controls are in place, supporting annual fiscal audit process and payroll functions
- Oversee administration of the funds of the organization according to the approved budget and monitor the monthly cash flow of the organization
- Provide the Board with comprehensive, regular reports on the revenues and expenditure of the organization
- Ensure that the organization complies with all legislation and tax regulations
- Research funding sources and oversee appropriate funding proposals to support AUSU programs, services, operations and capital development
- Advising Board on any potential legal proceedings or claims and liability issues and consulting externally when needed
- Provide signing authority for organization, update bank authorizations, and provide advice on loan and other financial products

Community engagement, internal relations and advocacy

- Communicate with stakeholders, including the Student Governing Board, Executives, AUSU members, Algoma University, and external bodies to keep them informed of the work of the organization and to identify changes and growth opportunities
- Establish good working relationships and collaborative arrangements with all stakeholders and community partners

Risk management

- Identify and evaluate the risks to the organization, its staff, board and stakeholders which may affect property, finances, reputation, and image. Implement measures to control risks
- Ensure that the Student Governing Board and the organization carries appropriate and adequate insurance coverage

Other Duties

- Shall serve a minimum of forty (44) hours per week in the AUSU office during the summer/fall and winter semesters
- Shall perform any other duties that are in the best interest of AUSU as approved and/or mandated by the Board, its By-laws, policies, and/or members.
- Knowledge of Computer software such as GSuite, Microsoft Suite, Asana, Adobe Acrobat, and QuickBooks an asset
- Summary of desired skill sets: Leadership, Team Management, Strategic Planning, Budget & Fiscal Management, Service & Retail Operations, Project & Program Delivery, Policy Review & Risk Mitigation, Grant Administrator & Content Writer

Required Skills

Qualifications

- Post Secondary Degree in Business Administration, Community Economic & Social Development, Political Science/Law, Sociology or equivalent preferred with a minimum of 2-3 of experience working in a similar role and environment
- Or at least 4 years of experience with a two-year college diploma
- Must be able to legally work in Canada
- Experience in a supervisory role and team leadership skills
- Comfortable working independently, remotely and in an office setting
- Preference will be given to Algoma University Alumni and/or Northern Ontario Residences
- Ability to provide a clear vulnerable sector background check at the discretion of the Board

Other Requirements

NA

How to Apply

If you are looking for a challenging and deeply rewarding opportunity and you believe you meet the requirements to be successful in this role, please submit a cover letter and resume via email to studentunion@algomau.ca by Friday December 3, 2021 at 4pm. Only those advancing to the interview

stage will be contacted.

This is a full-time permanent position that offers a Competitive base salary between \$45 - \$50K annually based on experience, a flexible work environment and an Extended Healthcare & Dental Benefit Package.

AUSU is an equal opportunity employer who offers a diverse work environment. Applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, or disability status.