



Canadian Women's Foundation / Aftermetoo Partnership Project Business Manager Contract Position

Canadian Women's Foundation

The Canadian Women's Foundation is a national leader in the movement for gender equality in Canada. Through funding, research, advocacy, and knowledge sharing, the Foundation works to achieve systemic change that includes all women. By supporting community programs, the Foundation empowers women and girls to move themselves out of violence, out of poverty, and into confidence and leadership.

Aftermetoo

Whether developing web-based resources to help workers understand their legal rights, connecting survivors with vital supports, challenging outdated employment policies, or providing community-based education and training opportunities, our projects aim to transform workplace culture and reduce the barriers that make it difficult to access justice—especially for the most vulnerable workers. We intend to generate a more empowered workforce, where leaders are held accountable, and workers' rights are protected. Concrete change. No exceptions.

Position/Role: Business Manager Contract Position for 12 months, with possible extension.

As part of the Community Initiatives Team for the Canadian Women's Foundation, the business manager will have responsibility to ensure day-to-day functioning and implementation for two projects, providing financial administration and management and supporting evaluation, reporting and communications.

We strongly encourage applications from women, Two Spirit, trans, and/or non-binary people who identify as Black and/or racialized, First Nations, Métis, and Inuit, those living with disabilities, and/or Two-Spirit, lesbian, gay, bisexual, trans, queer, questioning, intersex, pansexual, androgynous, and asexual (2SLGBTQI+) peoples.

Responsibilities:

- Assist in strategic and operational planning including conducting needs assessment with project leadership to develop plans and budgets
- Manage contracts development and track and manage payment terms, deliverables and invoices
- Maintain spreadsheets to record expenses and commitments and capture accurate budget position at all times. Review monthly financial reports and develop projections of project spending. Alert project teams to anticipated issues, including making recommendations to avoid projected over- or under-spending.
- Primary point of contact for funders.
- Monitor key project dates and reporting deadlines and notify project teams of approaching deadlines. Prepare interim and final reports as required for grant funds. Handle/manage clarifications or amendments to funder agreements/contracts.

- Work as a member of grant proposal development teams as required to provide guidance and support the creation of accurate project budgets and to ensure projects can be successfully administered when funded
- Coordinate meetings with internal and external partners, stakeholders, and/or committees, including supporting preparation of agendas and presentations, represent projects on committees and in meetings as required.

Skills and experience:

- Work experience and/or formal education in financial administration, ideally including financial and strategic planning, reporting, analysis and forecasting, ideally in a nonprofit or government context.
- Excellent numeracy, sound knowledge of accounting principles, and the ability to read and interpret financial statements.
- Proficiency with the Microsoft Office suite of products (primarily Excel, SharePoint/OneDrive) and with Google Workspace (Drive, Gmail, Calendar, Sheets, Slides) and comfort with database systems.
- Well-developed communication, organization, analytical, problem solving and decision-making skills.
- Ability to manage multiple priorities and meet deadlines.
- Knowledge and understanding of the non-profit sector in general and women's issues preferred.
- French proficiency an asset.
- Experience managing contracts an asset.
- Experience working in an environment that creates digital products or services an asset.

Expectations & Conditions: The chosen candidate will be able to start work immediately and deliver on the above actions from early 2022 to March 2023.

Salary and Benefits: Annual salary starts at \$65,000 and is negotiable according to experience. Comprehensive health and dental benefits are included, as well as professional development opportunities during the contract.

Remote Work Option: It is possible to work remotely from your preferred location in Canada. The Canadian Women's Foundation head office is based in Toronto, Ontario so the chosen candidate may also choose to work in the Toronto office and have access to the administrative and operational systems available in the physical office.

Application Deadline: January 28, 2022 by 9:00 AM EST. Please submit your resume and cover letter as one PDF document to humanresources@canadianwomen.org and quote the reference number "CI-021" in the subject line. No phone calls please. We thank all who have expressed interest in this position, but only those selected for an interview will be contacted.