



Anishnawbe Health Foundation

Our Vision

Healthy Indigenous peoples contributing to sustainable urban communities.

Are you a change maker who wants to be a part of shaping the future of health care for Indigenous peoples in Canada? We are a team of visionary leaders, building future pathways for a better tomorrow.

Anishnawbe Health Foundation (AHF) is a registered Indigenous charity that works with generous donors and partners to support improved health and wellness for the Indigenous community in Toronto.

We are currently hiring a **Manager, Operations**. Reporting to the Foundation's Executive Director, the Manager, Operations is responsible for supporting strategic planning, financial sustainability, donor relations, Human Resources, administrative and operations management. The Manager, Operations will work closely with the Executive Director to elevate the brand through clear and concise deliverables set by the Board and Executive Director.

PRIMARY ROLE RESPONSIBILITIES

- Support the Executive Director with the creation of a five-year Strategic Plan.
- Work closely with the Executive Director to develop goals and metrics to support strategic implementation.
- Review all current policies, create recommendations for areas of growth.
- Oversee the day-to-day financial activities of the department, events, projects, and services, verifying compliance with college requirements, as well as accepted accounting and audit principles.
- Support annual, monthly and project budgeting to ensure compliance and forecasting are accurate.
- Lead change and develop related policies, procedures, processes, and practices related to the Foundation in consultation with the Executive Director.
- Manage programming and events.
- For programming events and ceremonies, ensure that all relevant resources are prepared and organized (including staff, Elders/Knowledge keepers, volunteers, etc.) and ensure that payments are provided for services.
- In consultation with the Executive Director, assess Human Resource needs.
- Manage administrative tasks.
- Work with the Foundation team to manage the prospect pipeline to identify, engage, nurture, solicit, and support donors.



Anishnawbe Health Foundation

- Create and manage a minimum of four annual events for donor prospects at the \$5,000+ level and an annual stewardship/recognition event for donors.
- Manage donor recognition projects, including annual report and website listing, donor wall and named recognition.
- Attend conferences, events, galas, and other networking events to cultivate prospective donors.
- Work with the Senior Manager Marketing & Communications, on all donor relation projects and events.
- Design and pull database reports to support team in developing fundraising strategies; to track and analyze appeal results; and to develop cultivation plans.
- Document and maintain donor correspondence files including donor database records, gift agreements and pledge reminders.

QUALIFICATIONS

Education

- 4-year Degree specializing in Policy, Operations, Management, Administration, and other relevant fields.
- Graduate degree preferable.

Experience

- Demonstrated knowledge of Indigenous Worldviews through lived experience.
- Previous experience in operations management, preferably in a charitable organization or similar environment and/or unionized environment.
- Demonstrated experience forecasting, and developing program budgets, monitoring budgets, and maintaining financial sustainability.
- Knowledge of the Indigenous community in Toronto and passion about healthcare and Traditional Healing practices are an asset.
- A proven track record of success with events management.
- Experience managing special projects, and initiatives.
- Previous experience managing direct reports.
- Effective interpersonal skills with strong writing and presentation skills.
- Organizational skills, with a professional demeanor.
- A results-oriented professional who can synthesize and summarize a lot of information, track and manage multiple deadlines, and work independently and reliably.
- Working knowledge of accounting/book-keeping practices and principles.



Anishnawbe Health Foundation

- Knowledge of Ontario Employment Standards and applicable Human rights Legislation.
- Proficiency in MS Office Suite and databases.
- Experience with donor database software and/or customer relationship database management.
- Demonstrated experience working with sensitive information with complete confidentiality.
- Experience moving projects forward according to timeline with a problem-solving orientation.
- Flexibility is required as local travel and occasional evening and weekend work is necessary.
- Valid driver's license and access to a vehicle is an asset.

Benefits

- Competitive salary range of \$78,295 - \$ 97,869.
- Competitive benefits Program and Pension.
- Hybrid workplace that provides flexibility from home and in the office (3 days in office and 2 at home).
- Opportunities and support for professional learning and growth.
- Being a part of shaping the future of health care for Indigenous people in Canada.

How to Apply

To apply, please submit your resume and cover letter to CareersAHF@aht.ca by September 15, 2023. We thank all applicants for applying. Qualified candidates will be contacted for next steps. No agency calls please.

Anishnawbe Health Foundation is committed to ensuring an equal opportunity recruitment process and committed to the development of a foundation that reflects the people it serves. This position is open to candidates of Indigenous ancestry (i.e., Turtle Island – First Nations Status and non-Status, Métis, or Inuit) preferred. Accommodations are available to all applicants upon request. We are committed to providing any accommodation required to ensure a barrier-free process. Please contact us via email at CareersAHF@aht.ca to request accommodation during the recruitment process. We will work with all applicants to accommodate any accessibility needs.