

BACKGROUND

Gender at Work is a global collaborative helping organizations to build cultures of equality and social justice, with a focus on gender equality. Registered as a not-for-profit in the US and Canada, our network of experts have decades of experience in facilitating organizational change for gender equality and social justice. Our goal is to build a field of thinking and practice of an ever-widening community of individuals, organizations, movements and teaching institutions committed to building cultures of equality, justice and peace.

Gender at Work has a small but growing staff primarily located in Canada and India though the majority of staff operate virtually. We also rely on a talented network of activists, researchers and facilitation consultants who play a critical role in our work.

Gender at Work is in the process solidifying its operational systems, tools, policies and procedures. There is a need to consolidate operational and administrative support to the team, to continue strengthening the HR and governance functions to ensure full compliance with applicable regulations and laws, as well as understanding HR functions in relation to the global nature of the organization.

The Operations Manager will be someone who has experience establishing operational processes, culture, and trajectories of smaller organizations and whose lived and professional experiences align with the feminist values, culture and principles of Gender at Work.

SCOPE

The Operations Manager will be a hands-on leader and take on the day-to-day management of HR, team culture, administrative, project reporting, and operational planning and integration functions of the organization, with the Co-Executive Directors playing a support role in these functions in order to focus on growth and strategic direction and priorities. You will help structure the organization in such a way as to implement our vision and ensure we can deliver against our objectives.

You will also provide hands-on leadership on operations, connecting dots between active projects, annual strategic planning and goal-setting, governance, budgeting, HR, contracts and deliverables, and risk issues. You will also support the Co-EDs in responsibilities in relation to the Board of Directors.

Your mission will be to set a sustainable coordination, operations, and pace for a small but growing organization; and to streamline our day-to-day decision-making, workflow, HR and project management processes for more agile and optimized ways of working and achieving our goals.

Under the direct supervision of Gender at Work's Co-Executive Directors, the Operations Manager will:

OPERATIONS POLICIES AND GUIDELINES

- Finalise our Operations and Logistics Procedures Manual for staff use and easy reference;
- Develop a HR Manual for the organization, with support of the HR service provider, that includes terms and conditions of work for all personnel (including independent contractors, staff);
- The person in this role will support the development of additional operational systems, processes within Gender at Work so that different projects are managed efficiently and effectively;
- Ensure staff, Associates' and consultants' compliance with project guidelines and SOPs.

HUMAN RESOURCES MANAGEMENT

- Strengthen our HR systems, with support of an external HR firm, and in alignment with our core values and feminist practice;
- Work with the HR service provider to ensure that Gender at Work is in compliance with Ontario Employment Standards Act (ESA), search and understand other jurisdictions' labor law requirements in the countries where we have staff;
- Prepare staff, consultants and contractors' contracts with the valid terms and conditions;
- Develop orientation packages to new staff and respond to their FAQs to support their integration and ease their startup;
- Ensure that staff employment contracts are kept up to date and inform the Finance Manager of any changes to staff payroll information;
- Anticipate the need for additional staff/consultant support as Gender at Work grows and develop job descriptions/terms of reference for additional hires.

PROJECT MANAGEMENT

- Serve as the key point of contact for partners/clients/donors with respect to program management/operational matters; interface with clients and other project stakeholders, to plan, implement, review, and report on projects and deliverables or products as needed;
- In consultation with Associates and the co-Executive Directors and the finance manager, negotiate and execute grants and fee for service contracts (this includes submitting proposals, developing budgets and work plans, managing the contract and reporting to clients and donors);
- Liaise with project teams (Associates, finance manager, consultants and other staff) team to ensure that signed contracts are translated into work plans, contracts, consultancies, travel, etc.;
- Enhance work planning in a way that reflects Gender at Work's strategic priorities and integrates individual work related goals with shared responsibility for achieving the organisation goals;
- Review grants and contracts signed in the organization's name and develop and oversee an annual project management calendar to track key milestones against deliverables and reporting deadlines;
- Support the Co-Executive Director's to assess the organizational capacity to implement new initiatives; measure ambitions against the risk of burnout and overload, striking a balance that allows staff to find pleasure and sustainability in their work;
- The position will triage, as needed, and ensure issues are raised to the project leads, co-Eds and finance manager as required;
- In consultation with the co-Eds, and G@W Associates to review project work plans and budgets and identify operational bottlenecks;
- Manage logistics and travel, and other related services.

As this new role evolves and integrates within the organisation, and in response to the interests and skills of the successful candidate, we expect some responsibilities to emerge and/or be adapted.

EXPERIENCE & BACKGROUND

- Minimum of 5 years relevant experience, preferably with a Feminist or LGBTQI organization;
- Experience managing operations, teams, change, processes, and culture;

- Strong understanding of organizational functions such as budgeting, financial management, HR, annual planning and project management;
- Understanding of grants, contracts, and funder relations and reporting with respect to deliverables;
- Experience in monitoring and documenting project activities and outcomes;
- Good understanding of feminist HR practices and how to manage a global HR capacity.

Experience working with a global not-for-profit is an asset.

SKILLS/COMPETENCIES

- Excellent planning, forecasting, strategic thinking, problem solving and analytical skills; expertise in project management with demonstrated track record managing detailed processes and people;
- Experience managing compliance with laws that govern non-profits
- Experience establishing operational processes, culture, and trajectories of smaller organizations;
- Strong self-awareness, emotional intelligence, sincerity and humility;
- Ability to self-manage, prioritize, be resourceful, and adapt in a fast changing environment with multiple demands; combination of focus and agility;
- Ability to work remotely, across time zones, with flexibility in working hours as needed;
- Ability to travel internationally as needed;
- English fluency and excellent written, oral and virtual communication, presentation and negotiation skills;
- Should be well-versed in working with excel; experience of working with project management software such as Asana will be a plus.

Type of Post: Full or part-time (6 months, with option of extending)

Location: Canada or remote. We are a virtual organization.

Compensation approach: Salary will be commensurate with your experience and the size of our organization. We have a benefits package that starts 3 months into the role (probationary period), including employer paid health insurance (or contribution in lieu of), generous vacation leave, national holidays and sick leave. We want to discuss compensation with you to make sure we get it right.

HOW TO APPLY

Please send the following materials (in English) to info@genderatwork.org with the subject 'Operations Manager Applicant'

– YOUR NAME:

1. Full curriculum vitae (detailing the nature, scope and scale of responsibilities held)
2. A cover letter highlighting relevant skills and experience for this position; including 2 paragraphs on why you are the ideal "fit" for Gender at Work and how and what you would contribute to the organisation



3. Names and contact details of 3 references. At least one should be someone with whom you have worked on operations management.

The deadline for applications is August 31, 2021. Successful candidates will be invited to begin interviewing in mid-September. Due to the volume of applicants, only candidates who advance to interviews will be contacted. No phone calls please. The successful candidate is expected to assume the role as soon as possible but not later than December 2021.

Gender at Work is an Equal Opportunity Employer – all applicants will be considered for employment without attention to sex, religion, race, colour, sexual orientation, gender identity, national origin, neurodiversity, or disability status. We encourage a diverse pool of applicants.