



FOYER INNER-CITY HOME de/of SUDBURY

ADMINISTRATOR POSITION DESCRIPTION

Position Description:

The Administrator is the key management leader responsible for overseeing administration, programming, food bank and all other strategic aspects of Foyer Inner-City Home de/of Sudbury, located at 251 Elm St. W., Sudbury, ON and New Sudbury Food Bank located at 1169 Dollard Avenue, Sudbury, ON. Other key duties involve fundraising, marketing, community outreach and other duties as assigned by the Board of Directors' President.

Hours of Employment:

This position requires a person committed to performing the duties that are necessary to keep the Inner-City Home viable. It may often require additional times to satisfy the need so hours will vary according to need. The Administrator will work closely with the President always considering the additional hours.

Expected Responsibilities:

- Responsible for effectively communicating all information necessary with the Board of Directors (BoD), through the President, in a timely and accurate manner
- Develops resources sufficient to ensure financial health of the organization
- Responsible for fundraising and developing other revenue streams
- Responsible for the fiscal integrity of The Home to include the submission of a proposed annual budget and monthly financial statements (in partnership with BoD Treasurer) which accurately reflect the financial condition of the organization
- Responsible for fiscal management that generally anticipates operating within the approved budget, ensures maximum resource utilization and maintenance of the organization in a positive financial position
- Responsible for working with the BoD and staff to ensure that the mission is fulfilled through programs, strategic planning and community outreach, for the present and the future
- Responsible for implementation of The Home's programs that carry out the organization's mission
- Responsible for the enhancement of The Home's image by being active and visible in a positive fashion in the community and by working closely with other professional, civic and private organizations
- Oversees and implements resources to ensure that the operations of the organization are appropriate
- Responsible (through the President) for hiring and retention of competent and qualified staff
- Responsible for effective administration of The Home's operations
- Responsible (through the President) for signing all notes, agreements and other documentation made and entered into on behalf of the organization



FOYER INNER-CITY HOME de/of SADBURY

ADMINISTRATOR POSITION DESCRIPTION

- Responsible for recruiting, training and retaining volunteers

Daily Position Responsibilities:

- Report to and work closely with the BoD to seek their involvement in policy decisions, fundraising and to increase the overall visibility of the organization
- Supervise and collaborate with the organization's staff and volunteers
- Planning and operation of annual budget
- Serve as The Home's resource person to the President, who is the BoD's primary spokesperson to the organization's constituents, the media and the general public
- Establish and maintain relationships with various organizations and utilize those relationships to strategically enhance The Home's mission
- Engage in fundraising and development of other revenue streams
- Oversee marketing and other communications efforts
- Oversee the organization of Board and committee meetings
- Establish employment and administrative policies and procedures for all functions, events and for day-to-day operations
- Review and approve contracts for services with the President
- When volunteers are unavailable, must cover food bank intake, make food orders and/or portion food items
- Other duties as assigned by the President and the BoD

Requirements:

- Bachelor Degree or equivalent community college or related experience
- Five or more years of senior non-profit management experience
- High-level strategic thinking and planning with the ability to envision and convey the organization's strategic future to the BoD, the staff, volunteers and donors
- Ability to effectively communicate the organization's mission to donors and the overall community
- Demonstrate the ability to oversee and collaborate with staff and volunteers
- A history of successfully generating new revenue streams and improving financial results
- Active fundraising experience demonstrating excellent donor relations skills and understanding of the funding community
- Previous success in establishing relationships with individuals and organizations of influence including funders, partner agencies and volunteers
- Solid organizational abilities, including planning, delegating, program development and task facilitation



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- Strong financial management skills, including budget preparation, analysis, decision making and reporting
- Strong written and oral communication skills
- Strong public speaking ability
- Strong work ethic with a high degree of energy
- Must have valid driver's licence (G class) and own vehicle
- Must be able to lift 50lbs/22.7kgs

If you are interested in the position, please apply in writing to:

Foyer Inner-City Home de/of Sudbury
c/o Joe Drago, Board President
1283 Montrose Ave.
Sudbury, ON P3A 3B9

Or by email:

drago@eastlink.ca attn: Joe Drago, Board President

Please include your resume, a cover letter and references.