

IIT Office Manager Position

Job Type: Full-time position

Salary: The IIT offers a competitive salary structure that is based on qualification and experience.

The Office Manager's position requires an entrepreneurial, seasoned leader with strong political acumen, exceptional interpersonal and trust building skills, and the ability to build and support collaborative teams as well as foster strong relationships with the board, other staff and the internal and external stakeholders.

The Office Manager will have overall responsibility for the leadership of the operational, administrative, financial, long-term strategic planning and oversight of the board-directed initiatives and employee leadership, motivation and morale.

You are a proven, confident, proactive and engaging leader and a strategic thinker, with strong team building skills and have demonstrated success as a proven senior leader within the private or public sector.

Your exceptional interpersonal skills have earned you a reputation for building a trustworthy, positive, accountable work culture and for developing and inspiring strong teams and staff. A model example of exceptional commitment to organizational leadership, you set the standards for a team and the board that strives to provide the highest quality of services to community served by the Islamic Institute of Toronto.

Having completed your University Education, preferably in Business or a related field, you also have a minimum of 5 years of a combination of public and private sector experience working as a senior staff. Ideally, you would also have experience in or exposure to a not for profit/charitable sector. Prior experience reporting to a Board of Directors would be considered an asset. You possess strong political acumen, exceptional interpersonal skills, and the ability to build and support teams as well as foster strong relationships with the board and other internal and external stakeholders of the IIT.

Experienced in working in a unionized environment is essential.

Application deadline: October 27, 2017

Specific Role

1. Provide support to the Chair and members of the Board in the execution of the day to day operations of the IIT;
2. Provide strategic advice to the Board in planning for medium and longer term initiatives;
3. Provide leadership and/or manage professional and administrative staff in the IIT;
4. Ensure the development and execution of policies and procedures that comply with all municipal, provincial and federal statutes and regulations;
5. Develop financial, human resources and other customer service policies and procedures that strengthen the efficacy of the IIT;
6. Provide support to the IIT in managing the relationship with the teaching staff and the union;
7. Manage the relationship between the IIT and its donors;
8. Develop a plan for strengthening the relationship between the IIT and Governments and enhance access to funding and other programs to strengthen the capacity of the IIT;
9. Develop a communications and stakeholders' plan to guide the media and broader engagement of the IIT;
10. Work with sub-committees at the IIT deliver on key priorities as directed by the Board;

How to Apply

1. Apply by sending your cover letter and resume to hr@islam.ca with Job Posting ID "IITOM1017".
2. Customize your cover letter and resume to the qualifications listed on the job ad. Using concrete examples, you must demonstrate how you meet the requirements for this job.
3. If you require a disability related accommodation in order to participate in the recruitment process, please inform the Chairman of the Islamic Institute of Toronto at hr@islam.ca to provide your contact information.

Deadline: The deadline to apply is October 27, 2017 11:59 pm EDT.

Late applications will not be accepted.

We thank you for your interest. Only those selected for further screening or an interview will be contacted