

The Opportunity

Are you looking to contribute your expertise to help lead one of North America's most exciting and creative businesses? Are you looking to join a strong visionary team, carving out a new path in one of Canada's most innovative communities?

The successful candidate will become be an integral player in our continuous creation of new social enterprise opportunities on Fogo Island, strengthening the impact of social business in Canada and abroad.

Job Title: **Operations Manager**
Full-time position

Location: **Fogo Island, NL**

Key Responsibilities

Reporting to the Director of Operations, New Businesses:

- **BUSINESS MANAGEMENT**
 - Work with the Finance Team to meet sales targets and budget
 - Maintain proper staffing levels and expertise
 - Ensure policies and procedures are followed (cash handling, open/close procedures, etc)
 - Work with Communications Team for marketing and experiences of businesses and programmes
 - Administrative, legal and other duties as required
- **PROGRAM/BUSINESS DEVELOPMENT**
 - Work with the Shorefast Team on development opportunities within the organization (new businesses, initiatives, programmes, etc)
 - Prepare funding applications
 - Develop Shorefast events and activities for youth and the Fogo Island community
 - Coordinate resource requirements for events, presentations, etc.
 - Administrative and other duties as required
- **PROPERTY MANAGEMENT**
 - Coordinate housing needs across Shorefast group
 - Managing repairs & maintenance portfolio of Shorefast properties (with Property Team)
 - Coordinate administrative and legal functions for the Shorefast property portfolio as required

Skills and Experience

Training & Experience

- Minimum of three years' experience in operations, management or supervisory role
- Completion of post-secondary education in a related field (business, humanities)
- Programme coordination, business management experience is an asset
- Non-profit experience preferred, but not required

Position Specific Skills

- High degree of accuracy and attention to detail
- Superior communication skills: personal, email, formal writing and telephone
- Capacity to work in a deadline-oriented environment
- Driver's license is an essential requirement
- Ability to work flexible hours (evening and weekend work may be required)

Personal Skills & Interests

- Entrepreneurial spirit and willing to learn something new every day
- Positive, outgoing, ambitious, energetic and career oriented
- Extremely well organized and able to manage a multitude of tasks and priorities simultaneously
- Team player with a roll up your sleeves approach to getting the job done
- A desire to "Make a Difference" and participate in the growth of Social Business in Canada
- A passion for small communities

Compensation and Benefits

- Competitive Salary and Benefits package
- Great organizational culture
- Opportunities to advance
- Possible relocation and shared housing assistance (position based on Fogo Island, NL)

About our Organization

Shorefast was established to contribute to the economic and cultural resilience of Fogo Island, Newfoundland, creating a model for contemporary rural communities. Activities are focused at the intersection of business, art, community and nature.

The Shorefast Group operate a social enterprise model where surpluses from business activity flow through the Charity and are reinvested in community programs. Entities under this unique corporate structure include Shorefast Foundation (federally registered Canadian charity) and Fogo Island Arts (contemporary art residency programme), alongside for-profit business ventures including Fogo Island Inn, Fogo Island Shop, Fogo Island Fish, and Community Host Services.

Social business is an emerging field in Canada, where for-profit economic activity directly contributes to positive social outcomes typically served by the non-profit community. Shorefast is a leader in this emerging space, creating not-just-for-profit businesses that maximize return on sacred capital (natural, social, cultural) alongside economic capital. The goal is to create a next generation economy of strong, resilient communities – a global network of deeply local places.

The successful candidate will join a committed team and help create business in service of community.

Contact Us

Please submit a cover letter and resume to careers@shorefast.org using the subject line “**Operations Manager**”

Deadline for Applications: **April 17th, 2019**

Questions about this position may be directed to: Susan Cull, Vice President, Shorefast Operations

No phone calls, please.

For further information visit our websites:

www.fogoislandinn.ca | www.shorefast.org | www.fogoislandarts.ca | www.woodshoponfogoisland.ca