



## **JOB POSTING: Managing Director**

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### **ABOUT MIGRANT WORKERS CENTRE (MWC)**

Founded in 1986, MWC is a non-profit organization that works to promote and advance access to justice for migrant workers by providing legal services, advocacy, research, public education, and engaging in law and policy reform initiatives. Our members include migrant workers working in low-wage jobs in the care work, agriculture, food processing, retail, and hospitality sectors, including migrant workers who have lost legal status in Canada. MWC envisions a society in which all workers are entitled to secure immigration status and access to fair, safe employment. We strive to advance the rights of migrant workers to equally participate in Canadian society and the Canadian economy.

### **JOB SUMMARY**

Reporting to the Executive Director – Staff Lawyer, the Managing Director will be responsible for the coordination of all of the organization’s administrative, financial, governance, operational and human resources work. This will require strong expertise in financial management, budgeting processes, development of organizational policies, operational infrastructure, and managerial experience. The successful candidate will show leadership, good judgement, and strong ethics.

This is a new position within the organization and it is anticipated to be a full-time contract position for an initial period of two years with the possibility of renewal subject to funding.

### **DUTIES AND RESPONSIBILITIES**

#### ***Financial Management***

- Directs financial and administrative operations, including the preparation of comparative financial statements, long term funding strategy and budgets, and oversight of legal and financial obligations and reporting requirements
- Coordinates the annual budget process in compliance with the organization’s targets and deadlines
- Oversees and approves all expenditures and/or contracts to ensure the organization operates within the budget and operational plan
- Oversees monthly financial reconciliation and development of financial reporting
- Responsible for financial reporting for all grants, sponsorships and gifts to the organization
- Manages financial sustainability by ensuring compliance with relevant policies, procedures and accounting principles
- Maintains relations with external auditors

#### ***Operations Management***

- Oversees all day-to-day operations of the organization
- Manages relationships with contractors and vendors
- Negotiates contracts and oversees contract administration
- Accountable for overseeing lease agreements, and ensuring that facilities meet the needs of the organization
- Maintains appropriate insurance coverage for operations
- Ensures the organization complies with all legal and regulatory requirements

- Ensures that record keeping meets the requirements of auditors and government agencies
- Provides leadership in the formulation, development and administration of operational policies and procedures
- Leads operational planning activities and change management projects
- Maintains effective relationship with administrative staff

#### **Human Resources**

- Responsible for the recruitment, retention, development and evaluation of operations personnel
- Responsible for leading, coaching and mentoring of operations staff and volunteers
- Promotes respect, equity, diversity, and well-being in the workplace
- Implements and manages HR policies and procedures
- Ensures workplace understanding and compliance with *Employment Standards Act, WorkSafeBC, Human Rights Code, COVID safety policy, etc.*

#### **Governance & Board Liaison**

- Supports the Board Chair in scheduling and preparing board meeting packages and following up on board meeting action items
- Maintains and updates ongoing record of organizational policies and procedures
- Provides support to Board of Directors to aid in its decision making
- Sits on Governance, Fundraising, and Human Resources committees of the Board
- Assists Board and Governance Committee in development of policies and procedures

#### **Communications**

- Develops communication and promotional materials (e.g. presentations, newsletters, annual reports) to effectively position the organization's programs and initiatives to target a range of audiences
- Contributes to the administration and maintenance of MWC's website, content and social media presence

#### **Fund Development**

- Collaborates with the Executive Director to identify and apply for grants that support the organization's mandate
- Assists with the creation of a development plan that contributes to the diversification of financial support that MWC receives
- Actively cultivates relationships with donors in coordination with the Executive Director

#### **Other Duties as Required**

- The Managing Director performs other related duties as required

### **QUALIFICATIONS**

- Post-secondary degree or equivalent in management or a relevant discipline;
- Minimum of three (3) years' experience in: financial management, budgeting processes, development of organizational and human resources policies, and internal processes and infrastructure;
- Experience managing complex organizational budgets and financial record-keeping is required;
- Experience administering payroll, employee insurance and benefits plans, ROEs, contracts, and other internal operational record-keeping is required;
- Experience with non-profit governance is required;
- Experience with developing participatory HR processes and policies is required;
- Well-developed relationship building and interpersonal skills required;
- Diplomacy, integrity, and commitment;
- High level of familiarity and effectiveness with online platforms, technology, computer applications, and accounting software;
- Must be exceptionally well-organized, able to prioritize tasks and meet deadlines, and work independently and part of a team;

- Experience supervising, managing and mentoring others is a strong asset;
- Fluency in Spanish and/or Tagalog is a strong asset;
- Passion for migrant justice is a strong asset.

## **COMPENSATION**

The current salary range for this position is \$55,000 – \$65,000. Our competitive benefits package includes an extended health and dental plan for the employee, four weeks of annual vacation plus an additional 1-2 week December office closure, and a generous sick leave policy.

## **START DATE**

The start date for this position is anticipated to be sometime in October 2021.

## **APPLICATION PROCESS**

Closing date is Friday, August 27, 2021 at 5:00 pm PST. Applicants are encouraged to submit applications early, as interviews will be conducted on a rolling basis for the position.

We welcome and encourage applications from all individuals with relevant experience, including former migrant workers and other equity-seeking groups.

Interested candidates are asked to submit a cover letter and resume to [natalie@mwcabc.ca](mailto:natalie@mwcabc.ca), Attn: Executive Director-Staff Lawyer. While we thank all applicants for their interest, only those offered an interview will be contacted.

MWC is committed to the health and safety of our staff members, volunteers, and clients. Due to the ongoing COVID-19 pandemic, most staff members are working remotely. We anticipate that the Managing Director will do a combination of remote-based and in-person work, subject to public health orders and guidance, MWC's own policies, and individual health needs.