



## Director of Operations Position

**Start Date: Negotiable**

**Available Immediately: Full Time Position (Ottawa, ON).**

### Description:

Willow Creek Canada (WCC) is a non-profit organization working with Christian leaders and churches to grow the effectiveness and influence of their leadership in Canada.

We have an exciting opening for an individual to join WCC as Director of Operations (DOO). This is a unique opportunity to provide leadership to the WCC team by working with the Executive Directors to set the organization's strategic goals and translating these into specific operational objectives. The DOO will be responsible for managing the day-to-day operations necessary to ensure WCC achieves its objectives as they relate to running the Global Leadership Summit (GLS) and other leadership events in Canada.

### Experience & Skills:

We are looking for a passionate, self-motivated, driven for excellence, individual with 5+ years experience in team management and organizational leadership including a proven track record.

#### Core Strengths:

- Team Leadership, HR Management, Organizational Culture;
- Strategy Implementation & Refinement;
- Financial Reporting.

#### Assets:

- French written & verbal skills

### Responsibilities:

#### Operations:

- Strategy Implementation & Refinement - propelling WCC toward desired results, organizing & directing all staff/contractor activities;
- Data Analysis - GLS statistics, project management metrics, financial;
- Organizational Growth – refining GLS growth strategies, reporting on strategy effectiveness.

#### Human Resource (HR) – Direct, Support, & Nurture WCC staff:

- Performance – annual performance measures, quarterly performance checkpoints, annual performance reviews;
- Training – ongoing internal team training initiatives, employee personal development oversight;
- Communications – lead team meetings, plan retreats & strategy sessions;
- Culture – values development/measurement & culture evaluation.



## **Responsibilities (cont.):**

### Relationship Manager:

- Develop and maintain systems supporting relationships with Donors, Host Sites & Partners, National Ministries, and Sponsors.

### Finance:

- Accounting and budgeting activities oversight;
- Review & report on financial activity.

## **Compensation:**

Salary is competitive within the non-profit sector and commensurate with experience. A medical and dental benefits package is available.

## **How to Apply:**

We invite you to submit a cover letter, your resumé and references to be considered for this position.