

General Manager

Beach United Church (BUC) seeks a General Manager to provide overall management of all operations functions including building and property care, rentals, inventory and budget, and office administration.

Eligible candidates will have at least five years' experience supervising staff.

The ideal candidate can juggle multiple projects simultaneously, has a thorough understanding of management in an operations environment, and is able to work collaboratively with a small team of employees and volunteers.

The position requires a commitment of 30 hours per week. The annual salary, based on qualifications and experience, will be between \$46,000-51,000 per year plus United Church benefits which include health benefits and pension.

Responsibilities

- Overall coordination and management of all operations functions, including building and property care, rentals, inventory and budget, and office administration.
- Budgeting, planning, financial management and reporting for rentals and building care.
- Develop and implement plans to meet rental growth targets.
- Develop and implement space use and rental guidelines.
- Manage contracts of building systems service providers, including telephone and systems equipment, to maintain equipment to an effective working level.
- Maintain inventory of BUC assets (including technology and technical equipment).
- Direct reports are: 1.) Senior Caretaker (who supervises building care staff), 2.) Rentals Officer (responsible for building rentals), 3.) Office Administrator and 4.) Technical Support officer.
- Ensures that staff have appropriate training.

Education & Experience

- A bachelor's degree or college diploma in business administration or a related administrative services field, or equivalent experience.
- Minimum 5 years' experience successfully supervising staff.
- Previous experience in dynamic, creative non-profit environments would be considered an asset.
- Previous experience working within a church or non-profit is not required.

Required Skills & Job Knowledge

- Demonstrated experience in operational environments, including building and property care, rentals, inventory and budget or office administration.

- A strong competence in budgeting, financial matters and contract management of third party service providers
- Excellent communications (written and verbal) and administrative skills
- Skilled at planning and managing time effectively
- Strong ability to multi-task, set priorities, and work within conflicting demands and constraints
- Excellent relationship builder with the ability to work collaboratively while demonstrating leadership.
- Enthusiastic about working in a fast-paced, deadline driven environment, where flexibility and teamwork are required.
- Willing to work weekends or evenings, as needed.

About Beach United Church

Beach United Church in the Beaches neighbourhood of Toronto is a progressive community hub. In addition to providing spiritual development and worship services typical of church communities, we support a wide range of activities related to environmental, social justice, and community issues. These activities include concerts and musical performances, food and housing security services, and camps and programs for children.

Our vision is of a church that engages people to find increased meaning in their lives, develop a stronger sense of community, and engage in projects in which they can have a meaningful impact.

The modern, flexible church building at 140 Wineva is environmentally sensitive and accommodates a wide range of uses. Extensive rental access is provided to community groups whose purpose broadly aligns with the values and mission of Beach United Church.

BUC is an open, equity-supporting church and employer. We welcome applications from all interested persons holding the qualifications outlined. Our building is fully accessible.

Applications

Applications should include a resume and a cover letter indicating the position(s) for which you are applying. We thank all those who apply but regret that we may only be able to reply to those who are being called for an interview.

Please direct applications to MandP@beachuc.com.