



Vice-Chair Operations - Job Description

Working with the Executive Committee, the position also contributes to the development and implementation of organizational strategies, policies and practices. Reporting to the Chair and serving as a member of the Executive Committee along with the Chair, Vice-Chair Treasurer, Vice-Chair Media and Vice-Chair Sponsorship, this position's primary responsibility is ensuring organizational effectiveness by providing leadership for the organization's operational functions.

Responsibilities:

- Improve the operational systems, processes and policies in support of organizations mission -- specifically, support better management reporting, information flow and management, business process and organizational planning.
- Manage and increase the effectiveness and efficiency of Support Services (HR, IT and Finance), through improvements to each function as well as coordination and communication between support and members functions.
- Play a significant role in long-term planning, including an initiative geared toward operational excellence.
- Oversee overall, planning, systems and controls.
- Development of individual program budgets
- Payroll management when applicable.
- Organization of fiscal documents.
- Regular meetings with the Chair around fiscal planning.
- Supervise the office volunteers on a weekly basis.

Responsibilities by Function

Financial Management

- Direct annual budgeting and planning process for the organization's annual budget with the Chair and manage it.
- Oversee monthly and quarterly assessments and forecasts of organization's financial performance against budget, financial and operational goals. Oversee short and long-term financial and managerial reporting.
- Managing day to day processing of accounts receivable and payable using accounting software, producing reports as requested.
- Reconciling monthly activity, generating year-end reports, and fulfilling tax related requirements.
- Assisting Vice-Chair Treasurer and Executive Committee in creating annual organizational budget and monitoring cash flow.
- Managing contracts and reimbursement requests.

- Maintaining Intersection's archival and administrative files.
- Administering payroll and benefits and organizational insurance.
- Ensure that Accounting Department requests are resolved and communicated in a timely manner to internal and external parties.
- Develop long-range forecasts and maintain long-range financial plans.
- Develop, maintain and monitor all fundraising and accounting systems and procedures capturing all pledges, billings and receipts and for the recording of all revenue transactions, recommend and implement improvements to systems.

Organizational Effectiveness

- Manage functions.
- Increase the effectiveness and efficiency of Support Services through improvements to each function (HR, IT, Finance) as well as coordination and communication between functions.
- Drive initiatives in the Executive Committee and organizationally that contribute to long-term operational excellence.

Risk Management

- Serve as primary liaison to legal counsel in addressing legal issues e.g. copyright, antitrust, governing instruments, partnerships, licensing etc.
- Oversee organizational insurance policies.

General Duties:

- Collaborate with the Vice-Chairs throughout the planning and visionary stage.
- Create a master timeline with the Vice-Chairs, as well as a portfolio-specific timeline
- Manage the tasks of your portfolio
- Participate and sit on a working-committee (specific committee to be determined during planning process)
- Attend and participate in all LSA Planning Committee meetings
- Facilitate meetings with Coordinators and support their work
- Build strategic relationships with press & media
- Vice-Chair of Media & Communications will supervise the Corporate image of the LSA.
- Create and manage the Media budget
- Assess new media opportunities, deliver pitches, and recruit new media partners
- Maintain current LSA partnerships

Portfolio-Specific Responsibilities:

- The Media Vice-Chair has to make sure a reliable marketing message is created and consolidates the LSA's position in the Arts segment
- The Media Vice-Chair must help the Association to have impact and influence
- He must keep himself up to date with media trends and keeps ahead of his competitors by ensuring that the LSA's brand gets the best coverage in every media and has the most recall value among the members.

- He has to coordinate with internal and external content managers, editors, designers, developers in order to meet the LSA's needs, policies and based on that make a solid brand strategy
- He should make sure deadlines are met and must maintain schedules and targets
- He also has to make reports and market and present strategies to diverse audiences

Qualifications:

- Commitment to social justice and the mission
- Experience in Financial Management
- Excellent computer skills and proficient in excel, word, outlook, and access
- Excellent communication skills both verbal and written
- Experience in bookkeeping
- Knowledge of government contract management and +Knowledge and experience in organizational effectiveness and operations management implementing best practices.
- Demonstrated leadership and vision in managing staff groups and major projects or initiatives.
- Excellent interpersonal skills and a collaborative management style.
- Budget development and oversight experience
- A demonstrated commitment to high professional ethical standards and a diverse workplace
- Knowledge of tax and other compliance implications of non-profit status
- Excels at operating in an fast pace, community environment
- Excellent people manager, open to direction and +Collaborative work style and commitment to get the job done
- Ability to challenge and debate issues of importance to the organization.
- Ability to look at situations from several points of view
- Persuasive with details and facts
- Delegate responsibilities effectively
- Enthusiastic and passionate about Artists development and leadership
- Experience and willingness to learn and teach others
- Previous experience with all Microsoft Office applications

Additional Qualifications:

- Good working knowledge of MS Excel (Mail Merge, forms, data sorting etc.). Experience creating and maintaining a budget
- Knowledge and expertise in building and maintaining service provider, client and sponsor relationships.
- Initiative, vision and tenacity for sourcing and developing relationships for the LSA to grow in 2012 and beyond

Furthermore, the LSA executive committee may expect opportunities to use and develop skills in the following (but not limited to) areas:

- Event planning and management
- Committee organization and leadership
- Performance assessment and goal setting
- Some financial management