



Job Posting

Business Manager

Date Posted: June 21, 2024

Closing date: July 5, 2024

Internal / External Posting

1 Permanent Full-Time Vacancy

Salary Range (\$43.63 – \$49.16 per hour)

Hours of Work – 37.5 hours a week

The John McGivney Children's Centre provides family-centered paediatric therapy services in the Windsor-Essex County community, enriching the lives of children and youth with special needs by helping them reach their full potential. As a HOOPP employer, JMCC values collaboration, honesty, innovation, leadership, diversity, equity and inclusion. Reporting to the Director of Finance & Corporate Services, this position provides business planning support, and oversees the areas of Facilities and Information Technology. The Manager works to improve operational processes and drive best practices to enhance organizational efficiency and effectiveness.

The Business Manager's main responsibilities will be:

- Managing business planning processes and providing relevant financial and business analysis and recommendations.
- Assessing program needs and preparing reports with recommendations, in collaboration with Senior Management.
- Preparing and managing the Centre's capital budget as well as the financial planning, budgeting and monitoring of infrastructure related projects.
- Preparing the Centre's annual Facilities and IT operating budgets.
- Managing lease agreements and grant applications.
- Managing the Facilities department and providing direction to unionized facilities staff; and managing the maintenance, security and safety of the building.
- Managing relationships with tenants, vendors and service providers.
- Managing the Centre's third-party IT vendor and ensuring IT infrastructure and organizational needs of the Centre are met.
- Leading projects in collaboration with Senior Management.
- Ensuring compliance with health and safety regulations.

Qualifications:

- Post-secondary degree or diploma in Business, Finance, Accounting or a related field.
- A minimum of five years of related work experience.
- Strong financial analysis skills, with experience in budgeting and forecasting.
- Strong analytical skills and familiarity with business and financial principles.
- Excellent organizational, problem-solving, and decision-making skills; and excellent verbal and written communication skills.
- Experience in a not-for-profit or public sector organization considered an asset.
- French Language proficiency an asset.

Please submit your resume and cover letter no later than 4:00 p.m. on July 5, 2024 to:

John McGivney Children's Centre Human Resources Department

hr@jmccentre.ca

*JMCC is committed to equity and diversity in the delivery of services and our work environment. Members from equity-seeking groups including Women, Indigenous Persons, Members of Racialized Groups, Persons with Disabilities and Persons of Diverse Gender Identities, Gender Expressions and Sexual Orientations, and groups protected by the Ontario Human Rights Code are encouraged to apply and to self-identify in their resume and/or cover letter. JMCC is committed to a recruitment process and work environment that is inclusive and barrier free. Should interested candidates require accommodations at any time during the recruitment process, please advise us of the nature of the accommodation(s) as soon as possible. **~Helping Abilities Grow~***

Let our staff tell you why they love working at JMCC! [Watch our short 5 minute video!](#)