



Job Posting Business Manager

The John McGivney Children's Centre provides paediatric therapy services in the Windsor-Essex County community, enriching and celebrating the lives of children and youth with disabilities to help abilities grow, by providing child-focused, family-centred care. As a HOOPP employer, JMCC values collaboration, honesty, innovation, leadership, diversity, equity and inclusion.

Summary of the Role:

Reporting to the Director of Finance & Corporate Services, this role will:

- Manage business-planning processes and provide relevant financial and business analysis and recommendations.
- Manage organizational projects and priorities and lead projects in collaboration with Senior Management.
- Manage the Facilities department; supervise and provide direction to unionized facilities staff; and manage and oversee the maintenance, security and safety of the building.
- Manage the organization's third-party IT vendor and ensure IT infrastructure and organizational needs are met.
- Prepare and manage the organization's capital budget as well as the financial planning, budgeting and monitoring of infrastructure related projects.
- Prepare the organization's annual Facilities and IT operating budgets.
- Assess program needs and prepare reports with recommendations, in collaboration with Senior Management.
- Manage relationships with tenants, vendors and service providers.
- Manage lease agreements and grant applications.
- Ensure compliance with and follow all health and safety regulations and guidelines.

Qualifications:

- Post-secondary degree or diploma in Business, Finance, or a related field.
- A minimum of five years of related work experience.
- Strong analytical skills and familiarity with business and financial principles.
- Excellent organizational, problem-solving, time management, and decision-making skills; as well as excellent verbal and written communication skills.
- Strong financial analysis skills, with experience in budgeting and forecasting.
- Experience working with and a general understanding of Information Technology considered an asset.
- Ability to collaborate with staff at all levels of the organization.
- Experience in a not-for-profit or public sector organization considered an asset.
- The candidate must be available to work flexible hours as required
- French Language Proficiency is an asset.

Additional Details:

- HOOPP Pension Plan
- Generous Vacation & Time off
- Health & Dental Benefits
- 1 Permanent Position (*upcoming vacancy*)
- Annual Salary Range - \$90,720 – \$102,219
- Hours of Work –37.5 hours per week

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

Qualified applicants can submit a resume and cover letter to the Human Resources Department (hr@jmccentre.ca), by 4:00 pm on **July 1, 2026**

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.