Klondike Development Organization

Job Description

Job Title: Operations Director

Reports To: Klondike Development Organization (KDO) Board of Directors

SUMMARY

The Operations Director works with the KDO Board of Directors to achieve the organization's objectives. As KDO's sole employee, the Operations Director has a wide range of responsibilities and their role combines strategic leadership, hands-on operations management for rental housing and a small solar Independent Power Producer (IPP), project coordination, financial oversight, and community engagement. The Operations Director represents KDO to partners, funders, and the public.

KEY ACTIVITIES

- Strategic organizational stewardship
- Operations management of KDO's social enterprises (rental housing and solar power)
- Community engagement and baseline Community Economic Development support
- Project coordination
- Financial management and administration

RESPONSIBILITIES

1- Strategic Organizational Stewardship

Work with the Board to update and implement the strategic plan, identify funding and partnership opportunities, support governance and board processes.

2- Social Enterprise Operations Management

Oversee KDO's rental housing portfolio (16 units across 2 buildings) and a small solar IPP. Act as owner-representative for tenant relations, lease administration, contractor oversight, capital upgrades, mortgage/funding obligations, and monthly generation reporting for the solar asset.

3- Community Economic Development (CED) Support and Engagement

Build and maintain relationships with community partners and stakeholders; share KDO research and resources publicly; provide pathfinding support to entrepreneurs; undertake enterprise and project evaluations.

4- CED Project Coordination

Projects might involve community-based research, events, housing development or other initiatives that support the mandate and goals of the organization and support our community's local economic development.

Develop and implement community economic development projects and/or events. Coordinate contractors and deliverables, manage timelines and budgets.

5- Financial Management and Administration

- Financial administration (billing, accounts payable, taxation, payroll, etc.)
- Financial tracking and reporting (budgets, track expenses/revenues and prepare financial reports on social enterprises, core funding and special projects
- Undertake financial analysis of new project and/or infrastructure feasibility to inform decision-making
- Seek funding opportunities to enable projects and other activities
- Organize and support board meetings
- Satisfy legal and other obligations (annual filing, insurance, YWCB, memberships, etc.)
- Provide effective and efficient communications

QUALIFICATIONS

- Post secondary education and/or significant work experience in an area such as Community Development, Economic Development, Business, Social Sciences, Planning or another related field
- Demonstrated responsible management and leadership experience in a business or organization with business elements
- Experience developing, coordinating and completing projects
- Experience working with not-for-profits
- Strong written and verbal communication skills and an ability to engage a wide range of stakeholders, including government agencies
- Financial management and analysis skills and experience, including an understanding of project feasibility assessment

- Demonstrated capacity for project coordination and an ability to complete workplans within designated timeframes and budgets
- Ability to make website updates on WordPress platform, occasional Facebook posts, posters, press releases and other low-key marketing materials would be an asset.

WORK CONDITIONS

- Ability to use a computer, stand or sit at a desk or table in an office environment
- Intermittent physical activity such as walking, lifting, carrying objects. Workarounds may be made for persons with a disability
- Independent work with broad direction from the KDO Board, supported by bi-monthly meetings
- Shared office in town as primary workplace, with flexible work-from-home scenarios negotiable

COMPETENCIES

- Results Focus: Delivers projects and enterprise outcomes within scope, time, and budget
- Time Management: Prioritizes tasks and meets deadlines
- Adaptability and Problem Solving: Responds to changing needs and resolves operational issues
- Decision Making: Exercises sound judgment and transparent decision processes
- Community Orientation: Builds inclusive relationships and amplifies community benefit