



Job Advertisement – Manager of Corporate Services

Working under the leadership of the Executive Director of Landing Strong, this position will be involved in the management and growth of an organization that provides services to veterans, first responders and their families impacted by post-traumatic stress disorder and operational stress injuries. Landing Strong's mission dictates all that we do, and we are looking for a person who feels compelled to do this work. If you are committed to bettering the lives of people who have served our communities and country as police officers, members of the Armed Forces, paramedics, fire fighters and other similar professions, then we are interested in speaking with you.

Our Mission:

Landing Strong helps those who are suffering find their place within their families and community and, just as importantly, reclaim their identity. Individuals are supported in a safe and inviting community. Support for families is also a key component of our vision.

Our team is multi-disciplinary, creative, thoughtful and fun, and we want someone who is interested in being a leader within this evolving organization. To us, leadership is collaborative, respectful, and requires excellent listening skills. You will need to be comfortable working within a therapeutic, client-centred environment. You will work closely with not only the Executive Director, but also with the Program Manager and the Clinical Specialist as part of the leadership team, all of whom are accountable to a volunteer board of directors.

Skills required for this position:

- Financial management, reporting and long-term planning
- Ability to develop partnerships and work with external organizations
- Applying for and managing grants or other sources of funding
- Managing the requirements of a non-profit organization
- Human resource management

Although a formal accounting designation is not required, previous experience in financial and organizational management is.

This is a phenomenal opportunity for someone who wishes to grow their experience in organizational management in the non-profit sector and who wishes to support economic and social development by

creating opportunities for veterans and other first responders. Salary commensurate with experience (range \$45-65K).

Interested applicants please submit resume and cover letter to

Dr. Belinda Seagram bseagram@landingstrong.com by Friday May 22, 2020.

Job Description – Manager of Corporate Services

The Manager of Corporate Services is responsible, in collaboration with the Executive Director, for all financial and organizational management and planning in support of Landing Strong's programs.

Specific duties include:

- Budget development, monitoring and reporting
- Long-term operational financial planning and management of financial systems
- Fundraising/Grant writing and reporting
- Drafting and administering partnership agreements
- Building management
- Drafting policies and procedures to support the organizational administration
- Preparation of yearly annual report
- Document management systems
- Other duties as assigned

Relevant Skills or Experience:

- Professional accounting designation or equivalent experience
- Experience working in a non-profit or clinic setting
- Ability to prioritize tasks in response to organizational needs
- Ability to work independently
- Exceptional written and verbal communication skills
- Experience working with a Board of Directors
- Excellent computer skills and experience in document management
- A collaborative approach to problem solving
- Attention to detail

Direct reports: 1