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Eenu-Eeyou

Community

Foundation

Fondation

communautaire

Eenu-Eeyou

Job Opportunity – Manager of Operations

Eenu-Eeyou Community Foundation (EECF)

The Eenu-Eeyou Community Foundation (EECF) provides philanthropic support for the Cree Nation of Eeyou Istchee. The Foundation is Cree-led, with a Board of Directors comprised of Cree government and Cree entity leaders. The Foundation promotes the social and cultural development priorities of the Cree Nation and works to build capacity and resiliency in the Cree communities and institutions.

Manager of Operations

Reports to: Executive Director

Supervises: Administrative or support staff as assigned.

The Manager of Operations supports the overall functioning of the Foundation by overseeing daily administration, financial coordination, grant management, and program logistics. The Manager of Operations ensures smooth operations, supports fundraising and donor involvement, and implements efficient systems and procedures aligned with the Foundation's strategic priorities. This position works closely with the Executive Director (ED) to ensure the Foundation's objectives are achieved effectively and efficiently.

Tasks and Responsibilities of the Employee

Fund Development and Donor Support

- Maintain the donor database, update contact information, and track pledges and contributions.
- Prepare donor correspondence, thank-you letters, and stewardship reports.
- Support the preparation of grant applications by collecting data, background materials, and financial information.
- Coordinate logistics for meetings, site visits, and recognition events.

Grantmaking Administration

- Manage the intake and tracking of grant applications.
- Prepare materials and summaries for review by the ED and Board.
- Communicate with applicants and grantees regarding missing information or reporting deadlines.
- Maintain detailed grant files, ensuring accuracy and accessibility for audits and reporting.

Financial and Administrative Management

- Oversee daily bookkeeping, including invoice processing, deposits, and expense tracking.
- Prepare monthly financial summaries and reconcile accounts under the ED's oversight.
- Ensure compliance with financial policies and assist in preparing audit documentation.
- Coordinate procurement and ensure proper documentation for expenditures.

Office and Human Resource Operations

- Supervise day-to-day office activities, including scheduling, supplies, and IT support.
- Maintain personnel files and support onboarding for new staff or contractors.
- Ensure timely submission of timesheets, leave requests, and reimbursements.
- Coordinate logistics for travel and accommodations when needed.
- Support the ED in developing and implementing HR procedures and policies.

Communications and Community Engagement Support

- Update the Foundation's website and social media platforms with approved content.
- Maintain mailing lists, newsletters, and event communications.
- Coordinate logistics for community meetings, presentations, and outreach events.
- Collect stories, photos, and data for use in reports and marketing materials.

Governance and Board Support

- Prepare meeting packages, minutes, and follow-up action lists for Board and Committee meetings.
- Track Board and committee memberships, terms, and attendance.
- Ensure proper filing of official records, motions, and governance policies.
- Coordinate logistics for Board meetings and events.

Monitoring, Evaluation, and Reporting

- Develop and maintain internal tracking tools for grants, donations, and operational metrics.
- Assist the ED with performance reports, dashboards, and presentations.
- Collect and organize data from grantees to measure program outcomes.
- Ensure timely submission of required reports to funders and partners.

Qualifications

- Must be a Cree beneficiary.
- Education: College or university degree in Business Administration, Management, or related field.
- Experience: Minimum 3 years in office management, finance, or nonprofit administration.
- Language: English – Excellent spoken and written required; Cree – strong spoken an asset; French – spoken an asset.
- Strong organizational and communication skills.
- Strong proficiency in Microsoft Office and database management.
- Attention to detail and ability to meet deadlines.
- Ability to work independently and collaboratively in a team environment.
- High level of professionalism, diplomacy, and discretion.
- Ability to travel inside and outside Eeyou Istchee.

Application Information

To apply, or for more information, please contact:

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