

Director of Administration & Special Projects St. John's, NL



Founded in 1997, The Newfoundland & Labrador Organization of Women Entrepreneurs (NLOWE) has been supporting and encouraging women entrepreneurs for more than two decades. NLOWE's mandate is simple... provide programs and services that connect and support women within Newfoundland and Labrador to start, grow and advance their businesses.

Director of Administration & Special Projects

Do you have a head for numbers? Do you like costing analysis and crafting project budgets? Do you enjoy writing funding proposals? Are you someone who likes to take charge behind the scenes to make sure everything is running smoothly? Do you embrace technology and how it enhances business operations when used effectively? Are you an organizer extraordinaire? Do you enjoy the challenge of moving between different projects simultaneously? If this sounds like you, keep reading as we may have the job opportunity you have been looking for!

Reporting to the CEO, the Director of Administration and Special Projects is responsible for the day to day business operations of NLOWE. The director will lead a team of 4 employees, manage communications and marketing in cooperation with the marketing and communications coordinator, be tasked with financial oversight of projects in cooperation with our financial consultant, draft funding proposals for projects, and engage in membership relations and government relations activities as needed and assigned by the CEO. The director will take the lead in the organization of the NLOWE Annual Conference and the NLOWE Entrepreneurial Excellence Awards. The director will ensure that all staff contracts are current and that workplans are completed. Making recommendations and keeping NLOWE current technologically will be very important to this position. The director will work with the senior management team comprised of the CEO and the Director of Programming and Evaluation.

Qualifications

- University degree in business administration or equivalent combination of business education and work experience
- Financial training in Sage Simply Accounting
- 5+ years in a leadership/supervisory role
- Demonstrated ability to organize events, such as conferences and awards presentations
- Advanced knowledge and ability with the Microsoft Office Suite
- Talented writer with demonstrated experience writing funding proposals
- Experience in Website Content and Development an asset
- Experience reporting with LAMPPs, ARMS, and ACOA Direct an asset
- Management experience in a non-profit setting considered an asset
- Project management experience considered an asset
- Experience as an entrepreneur considered an asset

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Personal Competencies

- Self Starter – Able to work independently and as part of a team
- Highly organized and able to prioritize competing objectives
- Ability to create and execute workplans
- Highly developed mentorship skills and ability
- Strong written and verbal communications skills
- Excellent knowledge of performance evaluation techniques and key metrics
- An analytical mindset with excellent problem-solving skills

This position is full time, 35 hours per week and is located at our St. John's Office. Occasional evening work required. This is a permanent contract position subject to funding availability. Currently funded to March 31st, 2022 with anticipated extension. NLOWE offers a competitive compensation package with medical benefits and generous annual leave.

If you would like to apply for this position, please email Judy Raske, at jraske@nlowe.org. Please include your resume, 3 references, and a writing sample (preferably a funding proposal).

We thank all those who apply. Only those selected for an interview will be notified. No phone calls, please.