

Dalhousie Community Association

Position: GENERAL MANAGER

The Dalhousie Community Association (DCA) is looking for a General Manager ("GM") responsible, for the execution of matters relating to operations of the DCA based on the business plan and under the guidance and oversight from the Board of Directors. The GM will manage the day-to-day operations of DCA, including but not limited to planning, administration, short-term and long-term rentals, staff and volunteer management, and internal and external programming associated with the community association and the partner organizations.

Key Responsibilities:

The General Manager receives direction from and reports directly to the Board of Directors, through the DCA Executive, and is key to the daily operation of the community association and associated facilities. The GM will interact with the community, DCA partners and stakeholders, and the Board of Directors regularly and has the following key responsibilities:

- Maintain a positive and collaborative attitude when working with community and other stakeholders, including assisting staff in responding to community members' concerns and questions, in a timely manner
- Develop and implement an overall marketing strategy for DCA facilities, programs, and events; management of DCA newsletter and social media.
- Source, organize and oversee contractors and suppliers to provide cleaning, repair, and preventative maintenance to all DCA facilities.
- Research and execute all available grant applications in conjunction with DCA's strategic plan and building maintenance life cycle;
- Develop annual facility and operational budgets, in conjunction with the Financial Administrator, for Board approval; ensure adherence to budgets once established, including reviewing and reporting on monthly cash flow and budget to actual comparison.
- Promote, develop, and generate both long- and short-term rentals to maximize revenues and usage of the facility year round.
- Supervise DCA staff including hiring, training, development, and performance management; support the Dalhousie Out of School Care (DOSC) Director as required in the hiring, training, development, and performance management of DOSC staff.
- Ensure programs and events are effectively staffed and executed, including set up and take down when other resources are not available.
- Attend DCA board meetings and provide monthly and ad hoc reports to the Board with respect to operations and DCA business, and highlight issues requiring direction and decision by the Board.
- Collaborate and develop solutions with other team members to create an engaging, respectful, and supportive workplace.

Qualifications:

- Post-secondary education or relevant experience in business administration, hospitality, or sports and recreation
- Previous experience working with a not-for-profit organization, including facility operations.
- Experience managing a diverse team of employees including full time to casual work employees.
- Financial acumen and experience with accounting principals and an annual budgeting process.
- Proficiency in managing, supporting, and leading a team of staff and volunteers to establish impact within the community and with its stakeholders.
- Ability to contribute to discussions on a wide array of topics such as financial and business planning, marketing, evaluating outcomes and employee and volunteer management.
- Strong interpersonal and communication skills, both written and verbal
- Proven success fundraising for volunteer organizations, including grant applications, casinos, and community grassroots initiatives.
- Excellent judgement, organizational, and decision-making skills.
- Ability to work independently and in a team environment, with minimal day-to-day supervision.
- Ability to work a flexible schedule which may occasionally include evenings and weekends to support DCA programs and events.

Please apply by submitting your resume to careers@dalhousiecalgary.ca

Only candidates being considered for this position will be contacted.

Thank you for your interest.

DCA is an Equal Opportunity Employer, and employment selection decisions are based on merit, qualifications, and abilities. DCA does not discriminate in employment opportunities or practices in the basis of race, color, religion, gender, national origin, age, sexual orientation, gender identity, disability, veteran status or any other characteristic protected by country, regional or local law.

Please, no unsolicited resumes or phone inquiries from agencies, thank you.

Dalhousie Community Association
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