



Manager, Data Operations & Systems

Canadian Women's Foundation is Canada's national public foundation for Canadian women and girls. The Foundation invests in the strength of women and the dreams of girls. Its goal is to empower women and girls in Canada to move out of violence, out of poverty, and into confidence and leadership. Since 1991, it has engaged with individuals, corporations and foundations across Canada to raise funds and invest in over 1,400 community programs, and partnered with multiple stakeholders across Canada to help achieve these goals. The Foundation is now one of the ten largest women's foundations in the world, with offices in Toronto and Calgary, and additional staff in Montreal and Vancouver. More information on the Foundation is available at www.canadianwomen.org

Position Summary

Reporting to the Controller, the Manager, Data Operations and Systems is responsible for developing and managing systems, processes, and procedures, providing reports, analysis, and analytics and supporting cross-organizational planning.

This is a one-year contract, with possibility of extension.

Key Responsibilities

Systems - Processes and Procedures - 40%

- Ensure data, tools and technology are aligned and leveraged to support organizational mission and goals
- Develop clearly defined processes and procedures for all donor/grants administrative tasks to ensure efficient use of human resources that results in a strong donor, stakeholder and grantee service model
- Ensure the accuracy and integrity of the Raiser's Edge and GIFTS databases by creating and managing processes to support complete and accurate data entry, including processes to prevent and correct errors
- Secure and manage integrative technologies between online systems, databases and bookkeeping programs. This includes working with external service providers to negotiate service agreements, responding to issues, technical problems and concerns that require external support, and ongoing liaison with contractors
- Identify and report on any problems and actively work to find optimal solutions
- Conduct training assessments to identify staff training needs, and coordinate implementation of training provided in-house and/or by Vendor
- Remain up-to-date on current operational best practices and procedures in the non-profit sector

Support Organizational Planning and Budgeting process - 20%

- Support the annual budget preparation process by analyzing, interpreting and presenting financial information to help staff develop long-range forecasts and financial plans
- Collaborate with members of all staff teams in establishing strategic directions and organizational priorities

Reports, Analysis and Analytics - 40%

- Work with fundraising, programing, finance and marketing teams to identify their information needs and continually revise system structures and data input and output to address those needs
- Produce and provide queries, reports, analysis and analytics for the fundraising, program, finance and marketing teams as needed that will measure progress against targets, demonstrate results/outcomes, and support internal analysis/decision making

Qualifications and Experience:

- University degree of relevant discipline or equivalent demonstrated experience
- A minimum of 3 years of progressive responsibility and experience in database management, including design, develop and generate reports
- A minimum of 2 years of experience in organizational effectiveness and operations management implementing best practice
- Paid or volunteer experience with a women's organization and in a national public foundation is preferred

Skills and Abilities:

- Excellent time management and organizational skills (eg; ability to handle multiple priorities in fast-paced environment)
- Strong administrative, project management, interpersonal strengths
- Strong communication skills, both written and verbal
- Strong analytical and problem solving skills
- Self-starter and innovative problem-solver
- Proven ability to thrive as part of a team and work independently with minimal supervision
- High degree of accuracy and excellent attention to detail
- Flexible, diplomatic, enthusiastic
- Excellent computer skills (Word, Excel, Outlook, Internet)
- Solid understanding of the principles of database management and operation process workflow
- Proficiency in database applications (Experience in Raiser's Edge, Raiser's Edge NXT, Artez and MicroEdge Gifts is preferred)
- Bilingualism is considered an asset (English and French)
- Passion for helping women and girls in Canada and understanding of the women's non-profit sector

Qualified applicants are invited to submit an electronic resume and cover letter (please indicate your salary expectations) in MSWord or PDF format as a single file. Please use "**Manager, Data Operations & Systems** - your name" as the subject line of your email.

We offer a competitive salary and a dynamic work environment. If interested, please send your resume to humanresources@canadianwomen.org by **Friday, March 31, 2017**.

No inquiries please. Only those selected for an interview will be contacted.