



## **JOB DESCRIPTION**

**JOB TITLE:** Director of Business Administration

**DEPARTMENT:** Business Administration

**REPORTS TO:** Principal and CEO

**JOB SUMMARY:** The Director of Business Administration supports the academic process, growth and advancement of Linden Christian School by providing effective management of all business operations of the administrative functions of the School.

The Director of Business Administration is a significant leadership position at Linden Christian School. This individual is responsible for enhancing the internal organization and infrastructure necessary for the School's continued success and growth.

The Director of Business Administration must be able to think both broadly and strategically and also be detail-oriented and organized about implementing the School's Mission, Vision and Core Values. The Director of Business Administrator will work directly with the Principal and CEO on matters related to the School's development, including analysis and implementation of priorities, partnerships and infrastructure needs.

The Director of Business Administration will be charged with day-to-day management, grant and contract administration, human resources, information technology and special events functions. This position will also support the Principal and CEO in fundraising and communications.

Linden Christian School's organizational culture encourages and embraces the tenets of A.S.P.I.R.E : Accountability, Shared Vision, Professionalism, Implications, Respect and Excellence.

### **KEY RESPONSIBILITIES:**

- provides strategic management to the School by developing, implementing and regularly revising a long range strategic plan that encompasses a capital plan, technology plan and incorporates annual and multi-year operating budgets;
- together with the Principal and CEO, supports and manages all areas of risk management and specifically related to financial, business and facilities risk;
- regularly examines, provides analysis and oversight of all programs including, but not limited to, Before and After School Care, the School of Fine Arts, and English as a Second Language (EAL) related programs;
- oversees and manages the planning, funding, and reporting of all capital projects;

- partners with program staff to develop and implement social and new media strategies;
- works with the Principal and CEO to develop and oversee the fundraising activities of the school including but not limited to the parent association, student activities, advancement and special projects;
- manages and coordinates foundation, individual and events fundraising including institutional proposal development and grant applications/proposals;
- supervises staff as determined by the Principal and CEO;
- oversees communications and advertising functions, including website, advertising, and other promotional and marketing activities including supervising communication consultants;
- coordinates with the Principal and CEO and the Human Resources Coordinator to support the human resource function including but not limited to salary determination, job descriptions and ensuring staff policies and procedures adhere to the Employment Standards Code of Manitoba and all relevant human rights legislation;
- supports human resource functions and policies and maintains the School as an exceptional place to work and grow professionally;
- represents the Principal and CEO to establish and maintain shared space and building management liaison with Grant Memorial Church.

#### **EDUCATION AND QUALIFICATIONS:**

- business degree or MBA; CPA, CA, CMA or CGA preferred;
- five or more years of related experience;
- results-based management experience;
- experience supervising and mentoring staff, supporting professional and leadership development;
- knowledge of not-for-profit educational environment and charities;
- understanding of the legal and regulatory environment within the education sector;
- experience designing and leading organizational development and capacity building;
- experience attracting resources and partnerships and managing external relations;
- able to manage the stress of working to deadlines;
- strong interpersonal and analytical skills;
- able to work alone or as a member of a team;
- facilitative and collaborative leadership style;
- able to think logically, follow rules and organized methods;
- able to implement vision, think strategically, problem solve creatively, and exercise good judgement;
- excellent communicator able to articulate detailed information to various audiences verbally and in writing;
- proficiency in a variety of technical areas, including Microsoft Office.

**OTHER REQUIREMENTS:**

- a sincere love for Jesus Christ evidenced by lifestyle, including regular attendance at weekly church services;
- willingness to sign and adhere to the LCS Statement of Faith and Lifestyle Commitment;
- provision of a Criminal Record Check from the Winnipeg Police Services or RCMP which affirms that the Vulnerable Sector Screening is clear;
- provision of evidence of clearance from the Child Abuse Registry Check;
- understanding of and adherence to confidentiality and privacy issues;
- enthusiastic support of the Mission, Vision and Core Values of Linden Christian School

**DISCLAIMER:**

The above statements are intended to describe the general nature and level of work being performed by personnel assigned to this position. They are not to be construed as an exhaustive list of all responsibilities, duties and skills required of the personnel. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.