



WINDMILL LINE CO-OPERATIVE

125 SCADDING AVENUE, TORONTO, ONTARIO M5A 4H8

TELEPHONE: 366-7358

General Manager

Windmill Line Co-op is seeking an experienced and motivated General Manager. The successful candidate will perform essential financial and asset management, while supporting good governance, community development, public relations and personnel tasks. The General Manager reports to the Board of Directors. The position is full-time and includes some evening and occasional weekend work.

Windmill Line Co-op is located in the St. Lawrence Neighbourhood in downtown Toronto. It has provided quality, secure and affordable housing since 1983. The co-op has 206 units in a 10-storey building. The co-op has paid off its mortgage and is in the process of refinancing to allow for continued major restoration work.

The successful candidate will be tasked with:

Financial Management

- Overall responsibility for financial management.

Asset Management

- Oversee overall property maintenance and repair program for routine and capital projects that meets all relevant code requirements.

Supporting Good Governance

- Supports good governance by the board and membership. Facilitates and supports the inclusion of all members in the co-op's decision-making process.

Compliance with Legal Obligations

- Acts on the co-op's behalf to ensure that it meets its legal requirements.

Community Development

- Supports building a democratic co-op community and resources and promoting member education.

Public Relations

- Responsible for maintaining the co-op's positive image with members, tradespeople, and government and non-government bodies.

Staff Supervision

- Responsible for the efficient administration of the co-op's office and its systems and for supervision of staff (direct hires and those contracted through a service company)

Requirements

- A minimum of 5 years experience working for a volunteer board
- Experience working in co-operatives, particularly housing
- Undergraduate degree in a relevant field or equivalent work experience
- Excellent knowledge and experience with building management, project coordination and report writing
- Strong analytical skills and the ability to apply critical thinking to problem solving and decision making required for providing leadership to the co-op
- Excellent interpersonal skills as well as oral and written communication skills to compose and disseminate appropriate communication to members, government agencies and the board of directors
- Excellent team player who works collaboratively and is able to deal with the pressures in a fast-paced environment and able to juggle competing demands and still be able to meet time and project deliverables
- A highly results and detailed oriented person with capacity to balance multiple priorities while delivering results consistently
- Supports and promotes a culture that embraces diversity and the inclusion of all, one in which convergent and divergent ideas and perspectives are respected, valued and considered

How to Apply:

Submit your resume and covering letter to:

<https://charityvillage.com/app/job-listings/f6348a01-ffc7-e811-80d5-14187768272a>

The Job Description is available on the co-op's website:

<https://www.windmill-line.coop/index.php>

Deadline: November 2, 2018

Salary: \$70,000 - \$85,000 plus extensive group benefit package

Start Date: January 7, 2019

We thank you for your interest but will only contact those selected for an interview.