



Stella's Circle

Creating Community Together

Director of Operations

About Us

Award-winning. Inspiring. Values-driven. Entrepreneurial spirit. These are some of the words that describe Stella's Circle, a leading social justice organization that works with over 1,500 people each year to help transform lives through housing, mental health, and employment.

The Position

The Director of Operations is a key member of the senior leadership team that provides general leadership and strategic direction to the organization.

This role is responsible for overseeing the day-to-day operations of the organization. This includes financial management, administration, information technology, property management, and the development and oversight of the organization's social enterprises. This role ensures operational efficiency while aligning with the mission and values of Stella's Circle.

What You'll Do

- Demonstrate effective leadership and contribute as part of the Stella's Circle management team to ensure that policies, procedures, standards and practice across the organization reflect the vision, mission and values of the organization.
- Represent the organization's mission, vision and values in all activities including internal and external events, committees and meetings with participants, staff, volunteers, funders, community, the general public and other stakeholders.
- Support and demonstrate best practices with respect to Occupational Health and Safety, privacy, risk management and reporting and documenting of incidents and emergency planning.
- Work collaboratively with the senior management team to implement the organization's strategic plan.
- Provide strategic leadership to the Finance, Property, and Social Enterprise teams, ensuring alignment with organizational objectives.
- Ensure effective financial monitoring systems are in place to support monitoring, control, compliance and variance reporting for all financial systems.
- Develop and monitor the organization's annual operating budget, financial statement and all reports necessary for proper financial stewardship and management.



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- Prepare detailed funding submissions, financial reports and contracts as may be required by our funding partners.
- Work directly with external auditors to prepare the annual audited financial statements for all entities of Stella's Circle.
- Manage, make recommendations and maintain up to date IT systems, ensuring secure and efficient infrastructure to support operations.
- Expand capabilities and programs within the division, including the expansion of services, sales/revenue, assessing cost and sustainability, securing additional project-based initiatives, and collaborations.
- Develop and maintain risk strategies, including a risk registry and plan, ensuring operational resilience and crisis preparedness.
- Foster a culture of continuous improvement, identifying and implementing operational efficiencies.

What You'll Bring

- A Bachelor's degree Business Administration, Finance, Accounting, or a related field. A CPA is required.
- At least 7-10 years of financial and administrative experience, with a minimum of 5 years in a senior leadership role.
- Equivalent combination of education, training and experience will be considered.
- Strong leadership, problem-solving, and decision-making skills with the ability to multi-task and prioritize work.
- Excellent oral and written communication skills, conflict resolution, and organizational skills.
- Criminal Record Check with Vulnerable Sector Check; Valid Driver's License with access to a vehicle.
- Enhanced Reliability Status Clearances is required.

The Details

Our ideal candidate for this new position is someone who is engaging and forward thinking. Recognized as a leader in your particular area of expertise, you are self motivated and confident in bringing new concepts and ideas to our organization. You are action oriented and attentive to details.

While this is primarily an office-based role, you will be required to undertake occasional travel. Evening or weekend work may be required during peak operational periods and there will be times when you need to respond to inquiries and incidents outside normal



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business hours. There will be multiple time pressures and reporting deadlines, with occasional immediate requests for information.

This is a full-time permanent position. The salary range for this position is \$91,930 - \$99,750. Stella's Circle offers health and dental, long-term disability, life insurance, matching RRSP plan, birthday leave, sick leave, personal leave, management leave and three weeks vacation.

How to Apply

Please send cover letter and resume by May 1, 2025 to:

Laura Winters, Lead Executive Officer
Stella's Circle
Email: l.winters@stellascircle.ca

About Stella's Circle

Stella's Circle is a nationally celebrated charitable organization with a mission to help transform lives through Real Homes, Real Help and Real Work. Our wrap-around housing, mental health, and employment programs are rooted in recovery and inclusion. Our vision is A Home. A Job. A Community – for everyone. Learn more at StellasCircle.ca.

Stella's Circle is proud to be an equal opportunity employer that embraces diversity. We are committed to creating an inclusive environment for all individuals and ensuring full and equal participation for each individual in our community. We treat all people with respect and dignity, and recognize their rights, opinions, experience, knowledge, and competence. Stella's Circle encourages applications from people of colour, people of diverse sexual orientations and gender identities, Indigenous Peoples, those with physical and mental illness and/or challenges, and those who face any systemic barrier.