



St. John Ambulance

SAVING LIVES
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COUNCIL FOR ONTARIO JOB POSTING

Position: Branch Manager
Position Location: Lincoln, Ontario
Position Type: Full time, Permanent
Posting Date: January 16, 2012
Submit resumes to: Council for Ontario

Purpose of the Position: Reporting to the Lincoln Branch Chair, the Branch Manager manages the operations of the Branch area ensuring financial stability through the administration and delivery of approved training, product sales, fundraising and community service.

Essential Duties:

- Implement St. John Ambulance policies and procedures and administer the branch area
- Achieve revenue targets through implementation of sales, marketing and fundraising strategies
- Manage Human Resource functions for the Branch staff and volunteers, ensuring adherence to Council policies
- Manage the Branch budget and ensure financial stability and accountability of the Niagara Region
- Manage all aspects of financial/administrative services, fleet, assets, and data entry services
- Ensure delivery of identified community service programs that meet the health and safety needs of the community
- Form partnerships in the community with organizations with similar mandates
- Ensure timely communications and reporting between Branch Board, community service volunteers, clients, Council and the community
- Identify opportunities for expansion of business and charitable services in the community
- Work in partnership with surrounding Branches and Ontario Council
- Engage in public relations activities to increase St. John Ambulance visibility and partnerships in the community
- Provide services to the communities of the Niagara Region

Knowledge, Skills, Education & Experience:

- Post-secondary education in business, education & training , fundraising and/or not-for-profit management
- Proven management skills and supervisory/team-building experience
- Proven track record in revenue development
- Strong community affiliation and knowledge as well as ability to forge strong working relationships within the community
- Experience in financial management and proven ability to apply purchasing policies to maintain branch assets/fleet/accommodations
- Excellent interpersonal and communication skills: both written and verbal
- Strong computer/software abilities - MS Office: Excel, Word, PowerPoint
- Demonstrated problem-solving/analytical skills and successful experience in conflict resolution
- Confident public speaker
- Experience in the volunteer sector and formal fundraising
- Valid driver's licence

Working Conditions:

- Working hours are generally Monday to Friday from 8:30 a.m. to 4:30 p.m.; however the nature of the position will require occasional evening, weekend and off-site travel

Please submit resume and covering letter to Paula Anglin, Human Resources Manager by February 6, 2012. Please forward your submission via email to panglin@on.sja.ca or fax to 416-923-2696