



**MAXIMILIAN KOLBE FOUNDATION
JOHN PAUL II POLISH CULTURAL CENTRE**

4300 Cawthra Road, Mississauga, Ontario L4Z 1V8
Telephone: (905) 306-9900 Fax: (905) 306-0044

John Paul II Polish Cultural Centre is looking for a highly enthusiastic, motivated, and seasoned management professional, with a vision to advance the Centre to the next level of service excellence and engagement with the community. The individual possesses skills, qualifications and experience leading large and complex community organizations, planning, and organizing various events and managing building operations.

Position: General Manager

Position Type: Salary

Work Hours: days, evenings, and/or weekends

Skills, Qualifications and Experience:

- Extensive knowledge and experience managing large-scale and complex not-for-profit organization,
- Demonstrated involvement in local community initiatives and projects,
- Excellent communication, both verbal and written, and presentation skills.
- Fluency in English. Polish is an asset,
- Demonstrated leadership and vision in managing staff, major projects, or initiatives,
- Excellent people skills and a collaborative management style,
- Familiarity with financial planning, budget development and monitoring processes,
- Adaptability to operating in a fast paced, community environment,
- Excellence in people management, openness to suggestions, details and facts, problem-solving and collaborative work style, and commitment to get the job done,
- Ability to debate issues of importance with the organization and analyze situations from several points of view,
- Ability to delegate responsibilities effectively,
- Enjoyment in cultivating healthy, safe, and happy workplace with emphasis on a strong organizational culture and teamwork atmosphere,
- Completion of a post-secondary college diploma or university degree in a related discipline (e.g., Business Management, Customer Service, Events Planning) plus extensive and progressive management experience (10 years or more preferred)

Job Description

- Reporting to the Board of Directors and serving as a member of the Leadership Team, this position's primary responsibility is to ensure organizational effectiveness in the areas of operations, finance, legal, logistics, community engagement and recruitment,
- Evolve and maintain the operational systems, processes, and policies in support of organization's mission specifically, financial performance, information flow, staff management, and the overall strategic business process and organizational planning,
- Manage and increase the effectiveness and efficiency of the Centre's staff,
- Supervise, support, and coach Centre's staff on regular basis,
- Play a significant role in long-term planning and organizational sustainability, including initiatives geared toward operational excellence,
- Execute annual budgeting and planning processes for the organization,
- Provide regular activity, financial and operational reports,
- Oversee monthly and quarterly assessments and forecasts of an organization's financial performance against budget, financial and operational goals including short and long-term financial and managerial reporting,
- Maintain Annual Calendar of Events,
- Oversee the approval process for day-to-day processing of accounts receivable,
- Manage and/or monitor construction and service contracts,
- Oversee community and other events,
- Ensure that accounting matters are resolved, and communicated in a timely manner with applicable stakeholders,
- Develop long-range forecasts and maintain long-range financial plans,
- Develop, maintain, and monitor all fundraising, event, and accounting systems and procedures capturing all pledges, billings, and receipts and for the recording of all revenue transactions, recommend and implement improvements to systems,

For inquiries please contact Peter Dejnicky, President at: 905-306-9900

Please send your resume to: president@jp2pcc.ca