



Cochrane Centre Manager

Cochrane Centre, a dynamic social enterprise committed to capacity building, inclusivity, innovation and partnership, is situated at the site of the historic Cochrane Street United Church building in the east end of downtown St John's. Operated by Cochrane Community Outreach and Performance Centre Incorporation (CCOPC), a community-focused non-profit, Cochrane Centre is home to 10 supportive housing units, a mid-sized performance centre, community rehearsal and performance space, a commercial-scale kitchen, and a meeting/gathering place for community groups.

After two years of planning and facility re-development, the CCOPC is embarking on the challenging transition into operations. This position offers an exciting opportunity for a creative yet disciplined individual looking to make a difference in the community. The Cochrane Centre Manager is the key staff person reporting to the Chair of a hard-working, talented Board of Directors, with supervisory responsibility for a small staff, currently consisting of an administrative assistant. Coming in at the ground floor, the successful candidate will take on the challenge of getting operations and programming off the ground and running, while assisting the Directors to develop financial and staff resources.

The Manager will work fairly independently overseeing the day-to-day operation of the Centre including the supportive housing units, community rental, and performance space. S/he will develop and implement community-based programs, be involved in marketing, promotion and fundraising, assist with financial planning and management, take a lead in organizational development, be a chief spokesperson and communicator alongside the Chair, and develop strong connections with community groups, networks, Cochrane Street United Church congregation, as well as with social and government agencies.

We are looking for a versatile, innovative and patient individual with strong non-profit management experience, familiar with current challenges in the areas of community development, homelessness, supportive housing, and arts promotion. S/he should show proven ability to work with a volunteer Board and its Committees, be knowledgeable about applicable government programs and legislation, have proficiency in data and financial management, social media and communications, and bring demonstrated skills in grant writing. S/he should be a strategic thinker with well-developed organizational and decision-making skills. Knowledge of fundraising principles and techniques would be an asset.

A university degree or equivalent in a related field, and three or more years of management experience in the non-profit/voluntary sector, or equivalent/related experience are essential ingredients for the successful candidate.

This is a full-time position with salary commensurate with qualifications and experience within a range affordable to a start-up non-profit. Applications should be sent by email to Board Chair, David Tucker, at davidjtucker@bellalliant.net no later than Thursday March 23. For further information please contact the Board Chair at the same email address or visit Cochrane Centre on Facebook.