



**Position Title:** Senior Manager

**Start Date:** Immediately

**End Date:** August 31, 2024 (with the possibility of extension)

**Hourly:** \$30-\$33/hour, with Dental and Health Benefits

**Hours:** Full Time, 35 hours per week, primarily Monday- Friday, 9-5 pm EST. Must be available to work evenings and weekends as required for events and initiatives.

**Location:** Currently a virtual work-from-home opportunity (open to all across Canada) with a possibility of in-person meetings.

**Reports To:** Chair, Board of Directors

### **ABOUT US**

The Ase Community Foundation for Black Canadians with Disabilities is rooted in the principle of “For us, by us” and centring our voices, lived experience, and resistance through resilience to manifest change.

Through collective wisdom, cross-movement solidarity, and boundless talents, we identify and dismantle structural and societal inequities that perpetuate stigmas and adversely impede all aspects of life and well-being for Black people with disabilities.

Our mission is to disrupt disparities at the intersection of Blackness, disability, and gender; driving a cultural shift that supports the collective liberation of our community.

We cultivate access for all through education and awareness, collaborative knowledge sharing, research and policy, and youth empowerment anchored in a national Black Accessibility Knowledge Hub.

**JOIN THE CONVERSATION!**

**VOLUNTEER WITH ASE!**

**BECOME A MEMBER!**

[connect@asecommunityfoundation.com](mailto:connect@asecommunityfoundation.com)

[www.asecommunityfoundation.com](http://www.asecommunityfoundation.com)

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## **POSITION SUMMARY**

The Senior Manager position will oversee organizational operations and finance, embed inclusive design throughout the Ase Community's work; and design innovative strategies and systems that increase the community engagement of Black people with disabilities and build nationwide partnerships.

### **Operations and Finance**

- Oversee and manage the budget, financial accountability, and overall operations of the organization. This includes managing human resources, financial systems, payroll, grant writing, report writing, and diversified revenue & funding.
- Lead and oversee the Ase Community programs, projects, events, and initiatives; under the supervision of the Chair, Board of Directors and Financial Advisory Committee
- Develop, implement, and evaluate the progress of the Ase Community's Strategic Plan including partnerships, revenue diversification, and marketing and communications plans
- Provides professional support to the Board of Directors, staff, volunteers, partners, committees, and national networks to achieve organizational strategic priorities and execute our mission
- Implement a content management systems and the digitization of community and partnership databases and ensure data security and privacy
- Manage and expand the virtual Black Accessibility Knowledge Hub and other strategic accessibility literacy and knowledge mobilization initiatives

### **Strategic Projects and Partnerships**

- Oversee, manage, and implement a revenue diversification strategy that includes a feasibility study, market differentiation, fee-for-service models, and examination of all technical, economic, financial, and legal aspects of proposed initiatives
- Develop and implement a comprehensive National Partnership strategy
- Develop and implement a Marketing and Communications strategy

### **Human Resource and Management**

- Supervise staff, students, consultants, and volunteers, delegating and managing day-to-day work, activities, and outcomes
- Develop and implement a Human Resources strategy and Training and Development program that recruits and advances Black people with disabilities as board directors, staff, and volunteers.
- Support the national Black disability networks
- Other responsibilities and projects as determined by the Board of Directors

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## **Qualifications and Experience**

- Completion of a university degree or equivalent education and experience
- A minimum of 3-5 years of experience managing finances, operations, staff, and strategic projects; including writing strategic plans
- Demonstrated commitment to programs and initiatives that advance the Black community by fostering our liberation and disrupting anti-Black racism
- Experience writing proposals and managing diversified funding portfolios within not-for-profit environments; experience using a social enterprise model is an asset
- Proven experience building nationwide partnerships and collaborative opportunities
- Exceptional administrative and management skills; multi-tasking and meeting deadlines
- Experience working with community organizations and partners on joint initiatives and events within the Black community, and/or the disability community
- Working and/or lived experience within the Black community
- A combination of practical experience and/or knowledge of disability justice, intersectionality, anti-Black racism, GBA+, and accessibility rights.

We **strongly** encourage those who self-identify as Black with disabilities to apply!

## **Assets**

- Strong content management and digital skills including Wordpress, Hubspot, Neon, Canva, online marketing tools and platforms, social media, and Zoom
- Experience working with Board of Directors and building the capacity of organizations.

Please submit a cover letter and resume in confidence by **Tuesday, April 4, 2023, at 11:59 PM (EST)** to [connect@asecommunityfoundation.com](mailto:connect@asecommunityfoundation.com).

**We are committed to a fully accommodated and seamless hiring process experience.**

**Please let us know how we can support you throughout this process. This includes accommodations and other requests.**

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*ASE Community works within an advanced anti-oppression, disability justice, critical race theory, and Black feminist framework; that actively challenges and works to dismantle systems of oppression; disrupting anti-Black racism, ableism, gender, and LGBTQ2S violence, and intersectional identities within the Black diaspora.*

*ASE Community focuses on Black folk with disabilities; we strongly encourage and prioritize candidates with lived experience within the Black Community in Canada to apply!*

*We thank all applicants for their interest but only those selected for further consideration will be contacted. Please check out our website and become a member of our community.*

*More information or to become a volunteer, visit us at <https://asecommunityfoundation.com/>*

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