



Position Title: Manager, Operations and Special Projects

Start Date: **October 1, 2025** Immediately

End Date: May 31, 2026 (with the possibility of extension)

Hourly: \$31-\$34/hour, with Comprehensive 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 to meet deadlines and high volume activities.

Location: Hybrid Position - Primarily, virtual work-from-home with in-person meetings twice a month in Toronto.

Staff are required to attend special pre-scheduled events in-person.

Reports To: Executive Director

ABOUT US

The Ase Community is a national Black-led, Black-serving, and Black-focused organization rooted in Disability Justice, Black feminism, and decolonization. We are committed to working collectively across institutions with researchers, service providers, and individuals. We envision identifying gaps, building capacity, and advancing the overall well-being, economic engagement, and full participation of Black Canadians with Disabilities.

The Ase team is led by Black disabled people with deep and diverse educational, lived, and decades of professional experience, including community development; governance and policy; research and education; senior administration and project management; budgets and, report and policy writing; training; expertise in intersectional approaches; experience engaging marginalized populations; and building leadership and collective capacity.

POSITION SUMMARY

The **Manager, Operations and Special Projects** will play a critical role in the effective execution of Ase Community Foundation's strategic goals, focusing on operational efficiency, financial sustainability, and special project management. This role combines oversight of day-to-day operations with the development and implementation of key strategic initiatives, including revenue diversification and social enterprise efforts. Reporting directly to the Executive Director, the Manager will support the foundation's mission to empower Black Canadians with disabilities through innovative, inclusive services and programs..

Special Projects and Strategy

- Manage, and implement the revenue diversification and social enterprise strategy; includes a fee-for-service, sponsorships and donations, stewardship, grant writing and fundraising.
- Conduct market research to assess demand and develop strategies for monetizing Ase Community Foundation's services, ensuring they are accessible and aligned with the needs of the Black disabled community.
- Support the development, implementation, and evaluation of the progress of the Ase Community's Strategic Plan including revenue diversification, and marketing and communications plans

Operations and Finance

- Lead the streamlining of operational systems, identifying areas for efficiency improvement, and implementing solutions that enhance day-to-day functioning
 - Manage day-to-day operations including human resources, financial systems, grant writing and tracking, report writing.
 - Manage the organization's programs, projects, events, and initiatives; under the supervision of the Executive Director.
 - Provides professional support to the the Executive Director, and Board of Directors to achieve organizational strategic priorities and execute our mission
 - Provides oversight for organization when the executive director is away
 - Supervise operational staff, students, consultants, and volunteers, delegating and managing day-to-day work, activities, and outcomes
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- Other responsibilities and projects as determined by the Executive Director

Qualifications and Experience

- Completion of a university degree or equivalent education and experience
- A minimum of 2 years of experience managing operations, fundraising, and implementing revenue diversification plans.
- Experience writing proposals and managing diversified funding portfolios within not-for-profit environments; experience operating a social enterprise model is an asset
- Proven experience in entrepreneurial or growing not-for-profit environments
- Exceptional administrative and management skills; multi-tasking and meeting deadlines
- Must have excellent proficiency with using Quickbooks, Google sheets, excel sheets.
- Demonstrated commitment to programs and initiatives that advance the Black community by fostering our liberation and disrupting anti-Black racism
- 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 entrepreneurial spirit, creative problem-solving and result oriented mindsets are great assets
- Proficiency with various digital tools and platforms, including CRM systems (Salesforce), project management software, and communication tools (Zoom, Teams).
- Familiarity with systems related to fundraising platforms, data management, and digital content management, including Wordpress, Canva.
- Experience working with community organizations and partners on joint initiatives and events within the Black community, and/or the disability community

Please submit a cover letter and resume in confidence to
connect@asecommunityfoundation.com

Note: The position will remain open until filled. Interviews will be held between September 15 and September 26, 2025.

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.

The 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.

The 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>