

JOB POSTING: MANAGER, EXECUTIVE OPERATIONS

ORKIDSTRA | JULY 2026

Job Description at a Glance

The **Manager, Executive Operations** plays a central leadership role in ensuring OrKidstra's financial, human resource, governance, and organizational systems are strong, sustainable, and positioned for continued growth. Working closely with the Executive Managing Director and senior leadership team, this position provides the executive stewardship, and effective day-to-day execution that enables the organization to thrive.

Serving as a bridge across the organization, the Manager, Executive Operations connects OrKidstra's executive functions with its mission delivery—ensuring the proper financial, administrative, governance, human resource, and organizational supports are in place for staff, programs, and partnerships to flourish. This role strengthens collaboration across teams, builds organizational capacity, and creates the conditions that enable exceptional programming and meaningful community impact.

This position is ideal for an experienced organizational professional who enjoys building and maintaining systems, strengthening organizations, solving complex problems, and supporting others to do their best work. The successful candidate brings sound judgment, financial acumen, initiative, exceptional organizational skills, and a genuine passion for helping children and communities thrive through music.

Equally comfortable thinking strategically and rolling up their sleeves, our ideal candidate thrives in a fast-paced, collaborative environment and enjoys the variety that comes with working in a growing organization. One moment they may be onboarding a new employee, preparing payroll, coordinating a Board meeting, or resolving a facilities issue; the next they may be helping the Program Team troubleshoot a software issue, coordinating behind-the-scenes administrative supports that help a concert or event run smoothly, or supporting volunteer coordination.

As OrKidstra continues to grow, this role offers the opportunity to make a meaningful leadership contribution within an innovative and supportive, values-driven organization committed to its core values of Love, Courage, Excellence & Belonging.

About OrKidstra

OrKidstra is a registered charity that provides social development programming through the provision of music education for children from equity-deserving communities in Ottawa. Inspired by the international El Sistema movement, OrKidstra believes in the power of music to transform lives, strengthen communities, and create opportunities for young people to thrive. Entering its 20th season, OrKidstra serves more than 800 children and youth from more than 62 cultural and linguistic backgrounds through our in-school and after-school programs. OrKidstra's mission is to empower kids and build community through the universal language of music. We provide children from low-income families with free group and individual music lessons and opportunities to learn important life skills such as respect, compassion, teamwork, and responsibility through playing and singing together. Learn more at orkidstra.ca.

Candidate Profile & Core Qualifications

This is a unique opportunity to work in close collaboration with the Executive Managing Director, serving as a trusted resource who helps coordinate and strengthen the organizational functions that support both the Executive Team and OrKidstra's continued growth.

The successful candidate will help steward many of the systems that allow OrKidstra's mission to flourish—from finance and governance to human resources, organizational planning, and administrative excellence. They will have the opportunity to strengthen organizational infrastructure, improve systems and processes, mentor others, and contribute meaningfully to the long-term sustainability of one of Canada's leading social development through music organizations.

We are seeking a collaborative, values-driven leader who enjoys thinking strategically while remaining equally comfortable rolling up their sleeves to ensure the details are executed with care and excellence.

The ideal candidate will bring:

- A minimum of five years of progressively responsible experience in operations, finance, administration, or organizational leadership, ideally within the nonprofit or charitable sector
- Strong financial literacy, including experience with bookkeeping, budgeting, financial reporting, and organizational planning
- Experience leading or coordinating human resources functions, including: employment documentation, policy implementation, onboarding and related administration, and record keeping
- Demonstrated success improving organizational systems, streamlining processes, and managing multiple priorities while exercising sound judgment and meticulous attention to detail
- Excellent verbal and written communication skills in English (French or other languages are considered assets), including the ability to edit and refine documents for clarity and professionalism
- Proficiency with accounting software (QuickBooks Online) and strong skills with spreadsheets, databases, and cloud-based collaboration tools (e.g., Microsoft 365, Dropbox, LastPass)
- Demonstrated ability to manage multiple priorities with accuracy and efficiency in a fast-paced environment
- A collaborative leadership style, high degree of personal accountability, and the ability to build trusted relationships across diverse teams
- Proven capacity to work both independently and collaboratively, with a proactive, solution-oriented, and growth mindset
- A genuine commitment to OrKidstra's mission and values of Love, Courage, Excellence, and Belonging.
- **Preference will be given to applicants with a background in music or performing arts**, supporting deeper alignment with OrKidstra's mission and program culture

Work Type

This is primarily a work-from-home position, with regular meetings and work taking place at OrKidstra's head office (211 Bronson Ave.) and partner locations across Ottawa.

Compensation

OrKidstra offers a competitive compensation and benefits package, including health, dental, and wellness benefits, professional development opportunities, and a flexible work environment.

This is an opportunity to play a meaningful leadership role within a growing organization that is transforming children's lives, strengthening communities, and building organizational excellence. You'll join a collaborative, values-driven team committed to continuous learning, innovation, and making a lasting difference through music.

Annual salary: \$67-\$74K, commensurate with experience and qualifications

Working Environment

The successful candidate will be based in the National Capital Region. Work is typically scheduled during the day Monday–Friday, aligned to support organizational and executive priorities. Flexibility is required for meetings, events, community engagements and concerts. Reliable transportation within Ottawa is essential.

Key Responsibilities

Culture & Philosophy

- Demonstrates OrKidstra's core values of **Love, Courage, Excellence, and Belonging** through leadership, teamwork, problem-solving, creativity, responsibility, and communication
- Fosters a positive, collaborative, coaching-oriented workplace culture grounded in curiosity, professionalism, accountability, and continuous improvement
- Contributes as a member of OrKidstra's leadership team, supporting organizational planning, cross-functional collaboration, and strategic initiatives

Finance & Organizational Stewardship

- Stewards OrKidstra's day-to-day financial operations, including accounts payable and receivable, payroll administration, donation receipting, tuition administration, financial reconciliations, and financial record-keeping
- Supports organizational budgeting, forecasting, cash flow monitoring, grant financial tracking, financial reporting, and annual audit preparation
- Coordinates external bookkeeping support while performing more complex financial administration, reconciliations, and financial oversight
- Supports the development of budgets, reports, funding proposals, organizational plans, metrics, and other materials that strengthen organizational planning and accountability

People Operations & Human Resources

- Leads human resource administration across the employee lifecycle, including onboarding, employment documentation, payroll coordination, benefits administration, compliance, and offboarding
- Maintains employee records and HR systems while ensuring confidentiality, consistency, and legislative compliance
- Coordinates mandatory training, workplace health and safety requirements, and policy administration
- Serves as OrKidstra's Managerial Representative on the Joint Health & Safety Committee

Organizational Systems & Administration

- Leads the administration of OrKidstra's organizational systems, software platforms, procurement, vendor relationships, and administrative infrastructure
- Partners with Program staff to ensure the organizational supports required for exceptional program delivery are in place across all program sites
- Represents OrKidstra in relationships with community partners, service providers, vendors, funders, executive volunteers, and other interest holders
- Develops and strengthens organizational systems, administrative tools, workflows, and cross-functional processes that improve collaboration, effectiveness, scalability, and organizational accountability

Governance & Executive Operations

- Serves as the primary staff support for the Board of Directors and Board Committees, coordinating meetings, agendas, board packages, minutes, governance records, and policy reviews
- Maintains organizational records, policies, contracts, governance documentation, and executive administrative systems
- Supports the preparation of grants, reports, collaboration agreements and other organizational documents
- Contributes to special projects and other related duties as required

Applications

Please submit a cover letter and resume to chantalle@lefriendconsulting.com and tell us why you are a great candidate for this essential position at OrKidstra. Applications will be reviewed on a rolling basis and the posting will remain open until the position is filled; **candidates are encouraged to apply early.**

This position requires enhanced police clearance, technical aptitude screening and reference checks.

We thank all applicants for their interest and application; however, only those selected for an interview will be contacted.

Equity

OrKidstra is an equal opportunities employer committed to diversity and inclusion. We enthusiastically encourage applications from Indigenous Peoples, newcomers to Canada, IBPOC, persons with disabilities, 2SLGBTQ+ individuals, and members of racialized and marginalized groups. We believe our community is stronger when it benefits from the understanding and wisdom of people who have diverse lived experiences representative of the communities we serve. OrKidstra is a place of belonging.