

Job title: General Manager
Organization: St. Maarten Library
Date: ASAP

NGO General Manager Job Description

Overall expectations:

Educational requirements:

The general manager holds a bachelor's degree or higher in management, business administration or a related field and has at least 5 years of management experience.

General requirements:

They are responsible for overseeing the general day to day operations of the organization. The Manager reports directly to the management board. They are neat and professional in appearance. They have excellent communication and interpersonal skills, a strong understanding of business management, finances, marketing, coaching and conflict resolution skills. They are innovative and eager to learn new skills pertaining to the organization and management. They are empathetic, have great time management skills, are very organized, manage others well and possess very good leadership skills. Will have their own transportation; have a good command of the English language both written and verbal and if they are proficient in Dutch this is a plus. They must also have a general knowledge of the community and be community minded. Work experience with NGO's is a plus.

General duties of the Organization Manger:

Expectations from board and staff:

- Assist the board with establishing policies
- Execute, maintain and ensure that the general expectations of the policies, vision and mission of the organization are adhered to.
- Are trustworthy, have integrity and can keep confidential matters confidential.
- Will identify problems and areas of improvement and proactively think about and execute the solutions
- Maintain the lines of communication between board and staff through regular meetings with both parties.
- Supervise and schedule staff
- Identify staffing needs, including training programs for the staff and if necessary, take care of the necessary training for the staff.
- Carry out consistent performance evaluations
- Will assist in the operations of the organization in the event of a shortage of staff members

General organizational functions:

- Manage the day-to-day operations of the organization inclusive of referencing, circulation, collection, development and cataloging.

- Develop and implement short- and long-term goals in accordance with the policies, vision and mission of the organization.
- Understand and identify the needs of the community and work on projects to accommodate these needs.
- Must be able to travel when and if necessary
- Ensure that the organization's spaces are clean and in an orderly condition at all times
- Is responsible for security of personnel, visitors and goods, and therefore ensures that the necessary measures are taken to safeguard those
- Research funding opportunities for programs and facilities development.
- Will oversee operational projects.
- Identify, prepare and monitor funding requests (between other sponsors).
- Prepare internal monthly and annual financial reports
- Prepare monthly and annual activity reports
- Prepare monthly progress reports of the organization
- Create and execute marketing plans together with staff
- Ensure that all the administration of the organization is up to date
- Ensure that the facility is operational and identifies any areas of concerns immediately to the board
- Oversee the reporting and purchasing of the organizational materials, books, equipment and supplies
- Work with the assigned person/ company to realize the timely completion of budgets and financial reports.
- A working knowledge of subsidy requests from government is a plus
- Will ensure that the organization is managed within the restrictions of the budget set, will monitor finances including cash flow and will report any concerns to the management board

Community:

- Oversee and collaborate with volunteers, the community and schools to work on specific projects
- Identify potential partners to fulfill general goals set forth by the organization
- Work with and manage stakeholders outside of the organization to realize the organizational goals.
- Will keep up to date regarding developments in the industry, Sint Maarten and the community that may be of importance for the organization
- Will meet/ collaborate with other professionals to enhance their skills.

Potential candidates that meet these requirements can send their CV's to eevans@sxmlibrary.org before February 28th 2023.