



IT Manager at BFM Foundation Canada

About the Foundation

BFM Foundation Canada is a national Christian organization with over 50 Mission Thrift Stores across Canada. The net revenue from all Mission Thrift Stores is devoted to the Joint Ministry of BFM Foundation Canada and Bible League Canada (BLC). These funds are used to establish adult and children's literacy programs, church planter training and distribute Bibles in many places around the world. The stores are operated primarily by dedicated volunteers.

Why Work Here

Looking to join a dynamic group of passionate, mission-focused people, look no further! We provide a unique opportunity to work in a Christ-centered environment where the team is joined together by a common goal; our Joint Ministry with BLC. Take joy in knowing that your work is transforming lives, worldwide, through the Living Word of God! Thrive in a place where integrity matters. Know that your input is valued as we continue to grow. We love to celebrate our people and keep the fun

How you will contribute

The IT Manager is responsible for efficiently planning, organizing, and managing information technology (IT) services and support across BFM Foundation Canada and Mission Thrift Stores nationwide. Reporting to the CFO, this role involves coordinating IT projects, managing resources, and executing other assignments as delegated. Key responsibilities include resolving software and hardware issues, prioritizing IT tasks and personnel, managing contracts, providing mobile device and POS support, and ensuring cybersecurity. Support will be delivered via telephone, electronic channels, or in-person as required.

Primary Activities (For Both BFM Foundation and Mission Thrift Stores)

- Participates in all hardware and software evaluations
- Manages all IT related vendor contracts
- Analyzes complex business needs presented by the user community and/or clients and recommends technical solutions
- Identify opportunities and recommend solutions that will enhance or improve current business processes.
- Assist with Budget planning for all IT related budget line items.
- Represents the IT function during companywide strategic planning
- Troubleshooting, education, and technical support for BFM Foundation and Mission Thrift Stores IT related issues.
- Email and licenses support.
- Onboarding/Offboarding as it relates to IT.

- Ensures software, hardware and network installations, re-installs, upgrades, moves, changes and relocations are made when necessary and as required.
- Assist on any projects or special initiatives as assigned
- Manage cloud-based systems and system migrations.
- Ensures the consistency and maintainability of existing applications by creating, maintaining, and enforcing standards/procedures for implementing technical solutions
- Follows up on faulty hardware and software purchases by pursuing warranty advantages through distributors and manufacturers
- Backing up of all necessary systems at a frequency necessary for day-to-day operations.
- Provide recommendations on security improvements, software licenses and technology purchases.
- Ensures secure data flow and implements necessary measures to mitigate any risk of a data breach
- Oversees security levels given to files and folders in data repository.
- Stay updated on cybersecurity breaches to mitigate risks.

Qualifications

- 3 - 5 years' relevant work experience.
- Post Secondary Degree or Diploma in computer science, or an acceptable combination of education and relevant experience required.
- Proficiency with VPN/Cloud Based networks, firewalls, encryption, and other aspects of network security technologies.
- Highly effective project management skills.
- Sound leadership, staff management, and teambuilding skills.
- Ability to explain technical concepts and theories to non-technical audiences

Required Commitment

- Follower of Jesus Christ who wholeheartedly subscribes to the BFM Foundation Thrift Store Development Ltd.'s Statement of Faith and Purpose
- In fulfilling your responsibilities, you will be required to pray with people who work or volunteer for Mission Thrift Stores. This may include but is not limited to opening in prayer at Mission Thrift Store Board and/or Staff Meetings, Mission Thrift Store events, BFM Foundation (Canada) Annual Conference.
- A love for Bible-based ministry in Canada and around the world.
- Cultural, economic, and environmental sensitivity.

Working Conditions

The IT Manager will report to the Chief Finance Officer (CFO) of BFM and collaborate regularly with other BFM Staff. Some travel is required for staff meetings, regional events, and other functions. The ideal candidate will reside within commuting distance of the Newmarket Support Centre and be available to work onsite as required. The role involves a minimum of one day per week at the Newmarket office, with the possibility of working remotely up to four days per week. While remote work is an option, preference will be given to candidates located in the local area. This is a permanent, full-time position.

Remuneration

The salary for this position will be based on qualifications and experience. The range is between \$85,000.00 and \$95,000.00. In addition to this is very competitive health and dental coverage and an annual RRSP contribution.

How to Apply

Are you interested in advancing the purpose of BFM Foundation Canada with us? We look forward to hearing from you! Please submit your cover letter, resume and salary expectations by September 10, 2024 to careers@missionthriftstore.com. We are sincerely grateful for all applications submitted for this opportunity. We will contact you if you are selected for the next stage in the application process.

BFM Foundation (Canada) welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in the interview process.