



The St. George's Foundation

Bringing Bermuda's History to Life

(Registered Charity #454)

is seeking a

Full-Time General Manager

The St. George's Foundation (SGF) is seeking a full-time General Manager who will report to the Board of Trustees and undertake responsibilities for the management of SGF as a registered charity and operator of the World Heritage Centre and Deliverance.

Responsibilities include:

- Oversee and support development strategies and fundraising activities.
- Manage the SGF Office, including administration, accounts, and staff.
- Manage World Heritage Centre and Deliverance staff and facilities.
- Provide support to the Board of Trustees, including Board meetings and AGM.
- Manage the budget, control expenditure, and coordinate the annual audit.
- Sustain and build community support and participation.

Requirements:

- University degree preferred, preferably in development or non-profit work.
- Experience in managing day-to-day operations of a business or non-profit.
- Experience in fundraising, facilities management, and project implementation.
- Computer experience with QuickBooks, Microsoft Office, Raiser's Edge an asset.
- Strong interest in and knowledge of Bermuda culture and heritage.
- Excellent organizational skills, communication skills, and interpersonal skills.
- High personal initiative, hands-on in a small team, and will work flexible hours.

Apply in writing with cover letter, resume and two written references to:

Chairman, Board of Trustees

The St. George's Foundation

P.O. Box GE 58, St. George's GE BX

OR Email documents to: chairman@sgf.bm

Closing date: August 28, 2015