



Executive Director (ED)

Community Futures Greater Trail – Trail, BC

Community Futures Greater Trail (CFGT) is part of a national economic development program that has been supporting small business and community economic development in British Columbia since 1985. CFGT is a non-profit organization and has been serving the Greater Trail area (Rossland, Warfield, Trail, Montrose, Fruitvale, and RDKB Electoral Areas A & B) since 1987. We are a community-based economic renewal initiative, helping residents to start or expand a business and to assist in sustaining and improving our community and local economy.

We provide a variety of business and community economic development services – including business loans, entrepreneurship development, training and coaching, and access to other expert resources – to people wanting to start, expand, or sell a business, and to owners of small- and medium-sized businesses in the community.

Accountable to the Board of Directors, the Executive Director is the operational leader of the Community Futures Greater Trail organization and is responsible for the delivery of the Corporation's services, programs, finances, and human resources, as well as providing support to the Board of Directors in the execution of its responsibilities.

Key Responsibilities

Contribute to and execute on Community Futures Greater Trail strategies:

- Develop, implement, track, evaluate and calibrate strategies and plans for achieving the vision and goals to maintain a sustainable corporation within the policies set by the Board of Directors;
- Plan, develop, negotiate, and implement comprehensive proposals for community organizations and/or governments;
- Manage the investment fund (loan portfolio) and maintain or improve the cash position of the fund;
- Provide monthly financial and operational updates to Board of Directors;
- Assess internal operations on an ongoing basis, articulating short- and long-term needs, trends, problems, opportunities, and advise the Board on strategies to promote ongoing health and success of the organization;
- Facilitate information sharing and exchange amongst stakeholders, the Board and staff to establish common understanding and commitment to goals and objectives.

Product/Program Development & Management

- Initiate and develop products, programs and/or policies to respond to and meet stakeholder needs and organizational development objectives;
- Evaluate and recommend opportunities that align with the corporation's vision;
- Provide cost/ benefit analysis and economic evaluations on proposed products and programs;
- Ensure product or service quality;
- Lead the marketing, promotions, and sales initiatives for products & programs.

Operations Management

- Analyze and evaluate service and performance, and make changes consistent with organizational values, objectives, and standards;
- Prepare forecasts and budgets ensuring revenue targets are met and expenses are controlled;
- Manage community outreach and marketing and promotions of services;
- Cultivate and maintain strong relationships with all stakeholders including the Board of Directors, community, staff, agencies, and other professionals;
- Respond to stakeholder's suggestions, comments, and complaints;
- Represent and promote the company at events and associations;
- Develop and implement operational procedures, policies, and standards for consideration and approval by the Board of Directors.

Qualifications, Skills & Experience

- Understands the organization's business, culture, and market;
- 10+ years of management experience in a not-for-profit environment;
- 5+ years of directly working with a community-based volunteer Board of Directors;
- 5+ years of small business lending experience;
- Extensive, successful history of planning, developing, implementing, and evaluating programs;
- Proven track record managing profit and loss in business operations;
- Strong analytical and problem solving skills;
- Proven sound decision making skills while under pressure of tight deadlines, competing priorities and viewpoints;
- Excellent written and oral communications skills including the ability to make effective oral presentations;
- Excellent organizational skills including the abilities to prioritize, manage time, and multitask;
- Effective conflict management skills;
- Proficient computer skills in a Windows environment;
- Demonstrated ability to develop and execute plans (strategic, financial, operational);
- Strong interpersonal skills, including the ability to build and develop strong relationships;
- Strong ability to lead and manage a team including hiring, assigning and reviewing work, coaching and mentoring, and development of employees;
- Ability to represent the organization in a positive manner;
- Impeccable judgment, ethics, and morals;
- Highly motivated and adaptable;
- Work collaboratively in a way that builds bridges and brings people together to accomplish goals;
- Understanding of current and relevant legislation and policies;
- Strong local and regional contacts within the business community are considered assets;

- Previous entrepreneurial experience is considered an asset;
- Knowledge of Community Futures and its policies, regulations, accounting, and reporting requirements are considered assets;
- Valid driver's license and access to a vehicle.

Job Type: Full-time; includes some travel

Required Education: Bachelor's degree in business or relevant field. MBA preferred but not required.

What you need to know:

- Interested, qualified candidates are invited to submit their resume and cover letter to chair@communityfutures.com;
- Community Futures Greater Trail offers a competitive compensation package, including employee benefits and RRSP contribution;
- Community Futures Greater Trail is an equal opportunity employer;
- Please note that any offer of employment may be subject to reference checks and background checks, including a criminal record check as part of the selection process;
- Only qualified, short-listed candidates will be contacted;
- Closing date for applications is June 30, 2017; however, this position will remain open in the event that it cannot be filled at that time.