



General Manager Position

Start Date June 03, 2024

Salary 80,000 – 95,000 with full benefit package included

Community Futures Peace Liard is on the lookout for a visionary leader who can steer the organization towards continued growth and success. The ideal candidate would possess a combination of strategic thinking, strong leadership skills, and a deep understanding of economic development and community empowerment.

Given our commitment to serving the communities in the Peace River Regional District and Fort Nelson Northern Rockies Regional District, the candidate should also have a passion for businesses, entrepreneurs, community development and a strong sense of responsibility towards the well-being of the region.

Moreover, with the diverse range of responsibilities and challenges that Community Futures Peace Liard faces, the candidate should be adaptable, innovative, and capable of fostering collaboration both within the organization and with external stakeholders.

Above all, the candidate should embody the values and mission of Community Futures Peace Liard, demonstrating a dedication to making a positive impact and empowering local businesses and communities to thrive. Full job description is on our website posted below.

HOW TO APPLY

Please submit your resume with cover letter electronically outlining your experience and salary expectations to Naomi Larsen, CFPL Chair: chair@communityfuturespeaceliard.com .

We would like to thank all applicants in advance for their interest; only those selected will be contacted for an interview. Will be accepting applications until the position is filled.

Office Location

1212 103rd Avenue, Dawson Creek, BC, V1G 2G9

www.communityfuturespeaceliard.com



GENERAL MANAGER JOB DESCRIPTION

Job Title	General Manager
Job Level	Management
Manager's Position	Board of Directors
Compensation Range	\$ 80,000 – 95,000
Overview	
<p>The General Manager at Community Futures Peace Liard is quite pivotal. Their responsibility for achieving the vision of growing the community one idea at a time indicates a focus on business loans and supports, innovation and community development. When reporting to the Board of Directors, they will need to provide updates on strategic plans, financial performance, and the overall progress towards the organization's goals. Effective leadership, strategic thinking, and a strong understanding of community needs are essential qualities for this role.</p>	
Key Functions & Duties	
<p>The outlined strategy for the General Manager of the local Community Futures organization encompasses various crucial aspects:</p> <ol style="list-style-type: none"> 1. Develop, Implement, Track, Evaluate, and Calibrate Business Strategies and Plans: This involves setting clear objectives aligned with the organization's vision and goals, ensuring that they comply with the policies established by the Board of Directors. Continuous evaluation and adjustment of strategies are vital to staying responsive to changing circumstances. 2. Manage the Investment Fund and Maintain or Improve Cash Position: Effective financial management is essential, particularly in overseeing the investment fund (loan fund) to support the organization's activities. Maintaining or improving the cash position ensures sustainability and the ability to continue supporting the community. 3. Provide Regular Financial and Operational Updates to the Board of Directors: Transparent communication with the Board is critical. Providing regular updates on both financial and operational aspects enables informed decision-making and ensures alignment with organizational objectives. 4. Cultivate and Maintain Strong Relationships in the Communities Being Served: Active engagement within the communities being served fosters trust and understanding. Attending events and participating in community activities help build valuable connections and insights into community needs. 5. Assess Internal Operations and Advise on Strategies for Ongoing Success: Regular assessment of internal operations is necessary to identify areas for improvement, anticipate future needs, and capitalize on opportunities. Providing strategic advice to the Board based on these assessments helps ensure the organization's ongoing health and success. 6. Facilitate Information Sharing and Exchange Amongst Stakeholders: Effective communication and collaboration are key to achieving common goals. Facilitating information sharing and fostering understanding and commitment among stakeholders, including the Board and staff, promotes alignment and synergy in pursuing organizational objectives. 7. Role Model the Culture and Values of the Organization: As a leader, embodying the culture and values of the organization sets the tone for others to follow. Leading by example helps reinforce organizational identity and commitment to shared principles. 	
<p>By executing this comprehensive strategy, the General Manager can effectively lead the organization towards achieving its vision of growing the community one idea at a time while ensuring operational excellence and financial sustainability.</p>	

Program Development & Management

This section outlines the responsibilities of the General Manager regarding product/program development and management within the local Community Futures organization:

1. **Initiate and Develop Products, Programs, and/or Policies:** This involves proactively identifying opportunities to address stakeholder needs and advance organizational development objectives. It may include creating new programs or refining existing ones to better serve the community.
2. **Scan, Evaluate, and Recommend Opportunities:** Continuously monitoring the external environment is crucial for spotting emerging trends, challenges, and opportunities. By evaluating these factors, the General Manager can recommend strategic directions that align with the organization's vision and goals.
3. **Provide Cost/Benefit Analysis and Economic Evaluations:** Before implementing new products or programs, conducting thorough cost/benefit analyses and economic evaluations is essential. This ensures that resources are allocated efficiently and that proposed initiatives contribute positively to the organization's objectives.
4. **Ensure Product or Service Quality:** Maintaining high standards of quality is paramount to building trust and satisfaction among stakeholders. The General Manager should establish processes to monitor and uphold quality standards for all products and services offered.
5. **Lead Marketing, Promotions, and Sales Initiatives:** Effective promotion and sales are essential for ensuring that products and programs reach their intended audience. The General Manager plays a leadership role in developing marketing strategies, coordinating promotional activities, and driving sales efforts to maximize the impact of initiatives.

By effectively managing product/program development and ensuring alignment with stakeholder needs and organizational objectives, the General Manager can contribute significantly to the success and sustainability of the Community Futures organization.

An Ideal Candidate will have:

- Management experience
 - Economic Development /Community Economic Development experience
- Proven track record in project delivery
- Small business lending experience
 - Written and oral communications skills including the ability to make effective oral presentations.
 - Abilities to manage time, multitask and prioritize.
 - Ability to build strong relationships.
 - Proficient computer skills including in Outlook, Word, Excel and PowerPoint
 - Develop and execute plans (strategic, financial, operational)
 - Lead and manage a team including hiring, assigning, and reviewing work, coaching and mentoring, and developing employees.
 - Ability to represent the organization in a positive manner.
 - Entrepreneurial (Previous experience owning a business is considered an asset)

- Commitment to community futures' philosophy, values, and goals
- Impeccable judgment, ethics, and morals
- Highly motivated
- Collaborative in a way that builds bridges and brings people together to accomplish goals.
- Strong local & regional business contacts are assets
- Knowledge of Community Futures, policies, regulations, and reporting and accounting requirements are assets
- Valid driver's license
- Access to a vehicle while at work

Employee Initials_____