

## EMPLOYMENT OPPORTUNITY- EXECUTIVE DIRECTOR

### **Overview**

Long Range CBDC is part of a network of 41 not-for-profit organizations in Atlantic Canada. CBDC Long Range provides financial assistance, business counselling, training and development to aspiring entrepreneurs and existing businesses including social enterprises with the goal of stimulating the local economy and increasing the employment opportunities in the Long Range Region. CBDC Long Range is governed by a volunteer board of directors and currently employs a professional staff of four.

We are seeking a highly qualified business professional as the Executive Director to lead and manage our team located at 35 Carolina Avenue in Stephenville, NL. This is a full-time salaried position, and the successful applicant reports directly to a 7-member volunteer Board of Directors.

### **Job Purpose**

The Executive Director is responsible for the overall leadership and direction of the Corporation. This includes, but not limited to, management of the operational budget, a loan portfolio in excess of 9 million dollars, as well as the development and implementation of the Corporation's strategic plan and Human Resource management. The Executive Director is also responsible for liaising with government partners/agencies and the private sector.

### **Qualifications**

The successful candidate must have a strong financial background with a degree in business administration and/or commerce or equivalent, along with a 7-10 years' experience in managerial and leadership positions. HR management, loans management experience, budgeting and organizational skills would be considered a strong asset for this position. The ideal candidate will be self-motivated with excellent written, verbal communication and technology skills. Must have the proven ability to lead a team of professionals. The candidate must possess an understanding of and the ability to support and be familiar with the challenges of economic and business development of the small business community in the Region and the Province.

### **Application Process**

This is a full-time position with an anticipated start date of November 1, 2023. A starting salary range of \$ 85,000- \$100,000, as well as a comprehensive benefits package and is commensurate with the successful candidate's education and experience.

Please forward a cover letter outlining your qualifications and interest in the position along with your resume to the Board Chair, Rosa Dollard, at [rosa.dollard@cbdc.ca](mailto:rosa.dollard@cbdc.ca)

CBDC wishes to thank all applicants for their interest however only those selected for an interview will be contacted. Closing date for receiving applications is Friday, September 13<sup>th</sup> at 430 pm.

