



## General Manager

Community Futures Development Corporation of the North Cariboo (CFNC) is a not-for-profit corporation funded by the Federal Government through PacificCan. Community Futures mandate is to promote economic development and job creation in rural, non-metropolitan areas.

### Position Description

Reporting to the Board of Directors, CFNC is seeking a General Manager to oversee the day-to-day operations of the Corporation. The General Manager will manage the Corporation's services, programs, finances, and human resources. The General Manager will also support the Board of Directors in executing its responsibilities.

*The key duties include, but are not limited to:*

- Working with the Board of Directors, develop a strategic plan and implement strategies to achieve each goal
- Provide leadership in developing and managing the Corporation in a manner that motivates and maintains an active and productive team
- Pursue opportunities to optimize our current business community
- Represent and promote CFNC at events and associations
- Manage the loan fund, making recommendations, monitoring and reviewing applications

### Required Skills & Attributes

The ideal candidate will have a degree in business, finance, or a relevant field with at least 5+ years of management experience. Candidates should also have project management experience, strong writing, and oral presentation skills and solid analytical and problem-solving abilities. Developing business plans as well as managing and administering government programs and services is essential.

**Additional required attributes include:**

- Small business lending experience
- Economic development experience
- Knowledge of financial statements and accounting
- Proficient computer skills in a Windows environment
- Strong ability to lead and manage a team
- Ability to represent the Corporation in a positive manner
- Values diversity and able to work cooperatively with people from many backgrounds, interests, and attitudes
- Strong local and regional contacts
- Must be a Canadian citizen, permanent resident or refugee and be legally entitled to work in Canada

**Position Terms**

The starting salary for this full-time position will range from \$70,000 - \$90,000 depending on skills and experience. Some travel, occasional evenings, weekends and/or extended hours, may be required to accommodate activities and events.

Qualified candidates are invited and encouraged to send a resume and cover letter with relevant references in PDF format only to [greg@cfquesnel.com](mailto:greg@cfquesnel.com). Please quote "General Manager" in the subject line. Applications will be reviewed upon receipt and accepted until the position is filled.

We thank all applicants for their interest, however, only those selected for an interview will be contacted.

For a complete job description or to learn more about Community Futures Development Corporation of the North Cariboo, please visit our website at: [www.cfquesnel.com](http://www.cfquesnel.com).