



JOB POSTING

General Manager (GM)
Full-Time (35 hrs/wk)

North Simcoe Community Futures Development Corporation
Recognized as a Bilingual Community Futures Office

Under the general direction of the Board of Directors, the GENERAL MANAGER supervises staff Required from time to time; monitors all programs administered by the Corporation so that client needs and program goals are met; oversees accounting procedures and Government reports; implements investment policies for loans and monitors all matters pertaining to the investment portfolio; promotes the Corporation within the community; directs and oversees administration of the Corporation.

Key responsibilities for the position are as follows:

- Manage the day-to-day administration of the organization including budget, compliance with regulatory and governing policies, employee management, build stakeholder relations, maintain funder relationships, and provide regular reporting, Board & Committee management, corporate record keeping, volunteer management, fulfill organizational mandate, and seek additional funding as required.
- Day-to-day management of staff, including hiring, performance reviews, team building, progress meetings, providing on-going guidance, training, and support; Review and update human resources policies as required to ensure regulatory compliance.
- Become familiar with other community & regional organizations, their mandates, and the relevant contacts; remain an active participant in/support to committees/projects as deemed appropriate; attend business/partner events for the purpose of networking and building partnerships.
- To develop and implement quality impactful programs and services related to business coaching and business lending that align with both the needs of the community and the requirements of our funders.
- To develop and implement quality impactful programs and services related to community economic development that align with both the needs of the community and requirements of our funders.

Who We Are:

North Simcoe Community Futures Development Corporation (NSCFDC) is a dynamic and innovative organization dedicated to supporting entrepreneurs and businesses in achieving their goals. We provide counselling, training, and funding to local businesses to support job creation, growth, and innovation. We also work with many community partners on various community economic development projects to build an economy in North Simcoe that is prosperous, growing, and sustainable. Our business communities in the Town of Midland, Town of Penetanguishene, Townships of Tay, Tiny and Springwater and the Beausoleil First Nation all benefit from our diverse range of services.

What We Offer:

- Friendly and inviting workspace, conveniently located in Midland.
- Competitive compensation and employee benefits package including group insurance, retirement savings plan, and vacation/sick leave entitlement.
- An opportunity to contribute to the work of a not-for-profit organization that fosters innovative thinking to enable impactful (and local) economic development initiatives.
- The chance to be part of a workplace culture that values collaboration, community, and resourcefulness.
- The opportunity to work with a dynamic team to achieve the strategic goals of the NSCFDC and the Community Futures Program.

What Superior Performance Requires:

Competencies:

- Personal Accountability – Being answerable for personal actions.
- Time & Priority Management – Prioritizing and completing tasks in order to deliver desired outcomes within allotted timeframes.
- Project Management – Identifying and overseeing all resources, tasks, systems, and people to obtain results.
- Teamwork – Cooperating with others to meet objectives.
- Planning & Organizing – Establishing courses of action to ensure that work is completed effectively.
- Leadership – Organizing and influencing people to believe in a vision while creating a sense of purpose and direction.
- Decision Making – Analyzing all aspects of a situation to make consistently sound and timely decisions.
- Customer Focus – Anticipating, meeting and/or exceeding customer needs, wants and expectations.
- Political Acuity – Anticipating and understanding the motivations of people and organizations to support good judgement and decisions.

Attributes:

- People-oriented with the ability to build rapport with a wide range of individuals.
- Versatility to adapt to various situations with ease and shift between tasks frequently.
- Preference for an organized workplace.
- Following Policy is important to you.

What We Need:

Education:

- University Degree in Finance, Business Administration, or other related discipline.
- Economic Development Certification (or willingness to obtain).

Experience:

- Five+ years of experience working in a senior-level leadership role.
- Previous experience working with a community-based or not-for-profit organization, and a proven understanding of not-for-profit governance and regulations.
- Previous experience in supporting business and entrepreneurs, commercial lending, business analysis, and/or operating a business, would be an asset.

An equivalent combination of education and experience will be considered. Being Bilingual (French and English) would be an asset.

TO APPLY

Interested applicants are invited to submit their cover letter and resume by September 20th, 2024 to **Janet Metcalf (Office Administrator)** at:

North Simcoe Community Futures Development Corporation
PO Box 8
105 Fourth Street
Midland, ON L4R 4K6

Or via email at admin@nscfdc.on.ca

NSCFDC values diversity throughout the organization and is looking to expand the representation of diverse cultures, backgrounds, perspectives, and lived experiences to better reflect our diverse community, clients, and stakeholders. Additionally, the NSCFDC values inclusion and equal access for all job applicants.