

Executive Director

Bezanson Agricultural Society's purpose is to enrich the community through the encouragement of community spirit and well-being by providing facilities, recreation, educational programs and community opportunities. Facilities include the operation and maintenance of the Bezanson Community Event Centre and the outdoor grounds.

Goals:

Bezanson Ag Society's goals include enhancing agricultural programming and events; improving infrastructure and facilities of the venue; increasing community involvement and partnerships; and securing sustainable funding sources.

Responsibilities:

The Executive Director will be responsible for ensuring the success of the strategic direction, management expertise and financial oversight that is vital to the sustainability of the Bezanson Agricultural Society and its operations. There will be a strategic and strong focus on securing funds for the sustainability of the facilities.

The Executive Director will work closely with and answer to the Board of Directors, ensuring Vision and Business Plan is enacted and supporting the development of performance goals and long-term operational plans.

The Executive Director will be a team player working with a strong and successful team.

Day to Day Management:

The Executive Director is responsible to guide the day-to-day management and operations of the Bezanson Agricultural Society.

- Generalized: fiscal oversight, oversees accounts payable and receivable, keeping track of project allocations, grant applications and reports, management, policy implementation, and other related responsibilities as directed by the Bezanson Agricultural Society Board.
- Oversees the planning, implementation, and evaluation of the Society's programs and services, marketing, and communications.

Vision and Strategic Goals:

- Implement & Maintain the Vision Implementation as per Strategic/Business Plan
- Set strategic goals for operational efficiency and increased productivity.

Acts as a professional advisor to the Board of Directors on all aspects of the organization's activities.

- Responsible for the overall management of events, programs and rentals, catering, and food services, fundraising and maintaining and growing sponsorships.

Budget:

- Prepares a comprehensive yearly budget and secure adequate funding for the operation of the association.
- Manage budgets including tracking & analysis and implementation of cost reductions, increased profitability, reporting & draft budgets; fiscal oversight, oversees accounts payable & receivables.
- Administers the funds of the association according to the approved budget and monitors the monthly cash flow of the Society.
- Approves expenditures within the authority delegated by the Board.
- Ensures that sound bookkeeping, accounting and regulated reporting procedures are followed.

- Provides the Board with comprehensive, regular reports on the revenues and expenditures of the Society.
- Ensures that the Board of Directors and the association carries appropriate and adequate insurance coverage and is familiar with policy terms.

Public Relations

- Networking: liaison between the board; committees; community groups; AAAS & service groups
- Relationships: collaborate & build connections with potential sponsors, donors & stakeholders; foster collaboration among its membership
- Create and facilitate Speaking Engagement Presentation

Communications: Facilitate communication strategy & media platforms

HR & Policy development, facilitation, and implementation to establish and maintain a trusting and productive environment.

- Ensure organization policies and procedures, guidelines, job descriptions and benefits are in place and effective staff are treated with respect and ensuring legislative regulations are followed for best practices for health and safety, and efficiency.

Staffing/Volunteers:

- Oversees staff management; volunteer recruitment/management; committees.
- Ensures appropriate staffing consistent with community and member needs and within the constraints of the association's physical and financial resources.
- Leads and motivates a professional staff, including consultants where applicable, to grow capacity in alignment with its goals.
- Ensures that employees are effectively managed in compliance with applicable policies, laws, and regulations.

Programming and Implementation:

- Develop policies, procedures and practices that support and ensure effective program delivery.
- Devises strategies to ensure growth of programs throughout the organization, identifying and implementing process improvements to maximize output and minimize costs.
- Ensures that the programs and services offered by the Society contribute to the association's mission and reflect the priorities of the Board (Strategic Plan)

Grants and Fundraising:

- Implement and facilitate the Funding Development Plan
- Research funding sources, oversees the development of fundraising plans, and writes funding proposals to increase the association's funds to grow the organization's capacity through sponsorship, grants, or program development in alignment with the strategic plan.
- Leads and/or participates in designated signature fundraising activities.

Risk Management:

- Oversees the risks to the people (members, staff, management, volunteers), property, finances, goodwill, and reputation and implements measures to control risks.
- Ensure quality assurance and risk management strategies are developed to guide and protect BAS operations.

- Adhere to applicable legislation including but not limited to the Health Information Act, Occupational Health and Safety, Alberta Health Services

Facility Management and Maintenance:

- Oversees the successful and efficient operation and management of the Bezanson Agricultural Society facilities and bookings while ensuring an optimal and safe environment.

Qualifications:

1. Post-secondary degree in Recreation, Commerce, Business Administration, Marketing, or a related discipline.
2. 3 - 5 years relevant experience in a management role in operations and/or community development.
3. Strong knowledge of multiple operational functions and principles, including budget, customer service, and employee management.
4. Strong knowledge and ability of industry regulations, health and safety, and legislative guidelines.
5. Experience in sporting, recreation, events and entertainment, hospitality industries.
6. Demonstrated ability to work collaboratively with other organizations, stakeholders and build effective relationships with user-groups, employees, other organizations, and the public.
7. Possess well-developed written skills including report writing, verbal communication skills, organizational skills, and ability to work under strict time restraints.
8. Positive can-do attitude and results-orientation.
9. Must be a team player.
10. Maintain focus on strategic goal and organizational vision in a fast-paced, evolving environment. Experience in strategic planning, and organizational development.
11. Current Criminal Record Check including Vulnerable Sector Check required at the start of employment, completed at the employee's expense.
12. The Executive Director will develop relationships within the organization and its stakeholders adding value-added initiatives in the areas of sustainable funds, programming and service implementation, communications, relationships, governance, finance, and administration.

Salary range: \$55,000 - \$70,000 depending on experience and qualifications. This is a full-time position of 40 hours per week with some evening/weekend requirements for meetings and events.

This position will start June 3. There will be a probationary period of 3-6 months with the intent of this becoming a permanent full-time position.

Please submit resume with cover letter and 3 work related references to admin@bezansonagsociety.ca