

Role Summary

Reporting to the Community Futures Peterborough (CFP) Board of Directors, the Executive Director is responsible for leading CFP to successfully meet objectives and achieve the mission of the organization. CFP is dedicated to creating jobs by providing financing for new businesses and small and medium sized businesses wanting to expand.

The person in this position builds a strong, positive image and awareness of CFP in the community and among related economic development organizations to ensure that potential applicants understand what CFP offers. The Executive Director manages and leads the CFP staff as they assist clients seeking approval of loans by the Board, making recommendations, where appropriate. Effective community relationships, reliable operational and financial administration, Human Resources management and control of the investment portfolio and its growth are key accountabilities for the Executive Director.

Main Accountabilities Include:

Business Development

- Ensure a continuing supply of applicants by promoting awareness of, and relationships with, CFP in the business community as well as among loan referral partners, related economic development organizations, municipalities, and the community at large.
- Lead the assistance of applicants in preparing sound business plans and complete loan applications through staff involvement and mentoring.
- Ensure rigorous, professional assessment of loan applications, and make appropriate recommendations for approval.

Planning and Administration

- Provide leadership and vision to the CFP Board and assist in developing and implementing the long-range strategic plan and annual business plan for the organization.
- Meet with the Chair on a regular basis and keep the Board informed of progress against annual operating objectives, including changes in the operating environment, risks and opportunities.
- Serve as a policy advisor to the Board and ensure timely implementation of all policies.
- Submit complete and timely reporting against all activities to the Board, to Fed Dev., and any other funding agencies as required in funder agreements.
- Ensure organizational efficiency and risk management including such areas as: computer hardware, software and privacy; marketing and public relations (eg: website and social media); implementing modern methods for loan applications and reporting.

HR Management

- Hire, direct and develop staff to meet the ongoing needs of CFP. Develop a positive workplace culture and provide performance feedback and discipline.
- Ensure staff are accountable for responsibilities, standards of performance, operating policies and procedures.

- Ensure operational compliance, remittances and reporting for all applicable federal and provincial legal, tax, employment, payroll, health & safety and related statutory and regulatory requirements.
- Meet with the Executive Team on a regular basis to review the Executive Director's performance against set objectives and determine what, if any, development opportunities would be beneficial.

Financial Management

- Provide vision and leadership in long-range fiscal planning, including the setting of annual Key Performance Indicators (KPIs) for Fed Dev., to ensure the continuity and solvency of CFP.
- Develop for approval, and implement upon Board approval, an annual operating budget which meets CFP's KPIs and objectives; continually monitor and manage that budget.
- Ensure effective controls and reporting for the loan portfolio and overall financial management.
- Submit complete and timely financial budgets and reports to Fed Dev. as required.

Essential Competencies Required to Succeed

Essential Skills & Abilities:

- Effective Business Development ability
- Excellent communication and presentation skills
- Proven, consistent results in meeting and reporting on targets and goals
- Sound knowledge of financial statements, budgeting and financial risk
- Post-secondary education in business or related field and relevant experience
- Well organized with strong computing skills
- Effective interpersonal skills and conflict resolution skills

Essential Behaviours & Attitudes:

- Effective managerial skill and experience demonstrating high emotional intelligence;
- Outgoing; continually builds relationships
- Strong leadership traits; takes initiatives
- High level of integrity
- Excellent at listening and receiving feedback

Important Skills & Abilities

- Strong analytical skills for detecting opportunities and risks
- Previous experience working with or on volunteer Boards
- Solid marketing and public relations knowledge and experience
- Proven understanding of entrepreneurs and the workings of small business
- Loan management
- Sound risk management judgement to oversee and direct staff effectively

Important Behaviours & Attitudes:

- Visionary, strategic thinker
- Personable and collaborative
- Able to problem solve, make decisions
- Fair, objective
- Innovative
- Delegates effectively
- Develops skills of the team
- Open and direct