

Caledonia Agricultural Society (CAS)

Manager Posting

The Caledonia Agricultural Society (CAS) is a non-profit, community-based volunteer organization. The society was incorporated in 1873 and is legislated by the province under the Agricultural and Horticultural Act. The CAS is governed by a Board of Directors and has a strong committed volunteer base of over 250 members ranging in age from 10-87 years of age.

The Society owns and operates the Caledonia Fairgrounds which are open year-round. With a focus on agri-education the organization provides much -needed face-to-face connections between producer and consumer through the annual Caledonia Fair.

Reporting to the Board of Directors the Manager plays a primary leadership role in fulfilling the Caledonia Agricultural Society's mission through its various, programs, events, projects and related activities.

The Manager provides the leadership, management and support required to motivate staff and volunteers as they work towards achievement of the society mission, strategy and annual goals. The Manager will ensure that fiscal, operational, fundraising, marketing technological and programs strategies are effectively implemented across all segments of the Agricultural Society and Fair activities.

Duties and Responsibilities

1. Governance

- a. Supports and guides the society's vision and mission as defined by the Board of Directors.
- b. Works closely with the Board of Directors to seek their involvement in policy decisions, and to increase the overall visibility of the society.
- c. Communicates effectively with the Board and provides timely and accurate information in order for the Board to function properly and make informed decisions.

2. Financial Management & Risk Management

- a. Ensures the financial integrity of the Society.
- b. Operates with the approved budget, ensures maximum resource utilization, and maintains the CAS in a positive financial position.
- c. Develops funder relationships.
- d. Identify and evaluate risks to the organization's people (customers, staff and volunteers), property, finances, goodwill and image and implement measures to control risks.
- e. Works collaboratively with Board appointed Bookkeeper to manage finances.

3. Fundraising & Event Management

- a. Work with the Board to oversee the development of fundraising plans to ensure annual revenue targets of the society are met.
- b. Play a lead role in the planning and execution of the annual Caledonia Fair.
- c. Play a lead role in the CAS' Capital Campaign Creating Memories. Building Community.
- d. Submit funding applications, including grant and proposal writing.
- e. Participate in organization-led and third-party fundraising activities as appropriate.

4. Human Resources

- a. Determine staff and volunteer requirements for organizational management and program delivery.
- b. Coach and mentor staff and volunteers as appropriate to improve performance.

5. Community Relations & Marketing

- a. Establish good working relationships, networks and collaborative partnerships with agricultural societies, community groups, funders/donors, politicians and other organizations to help achieve the goals of the CAS.
- b. Communicate with stakeholders to keep them informed of the work of the organization and to identify changes in the community served by the organization
- c. Strategically plan to fulfil the society's mission, while building capacity of the society and its members.

6. Facilities Management

- a. Administer contracts and rental agreements with outside parties using the Fairgrounds or CAS assets.
- b. Books usage of grounds, buildings and other assets and facilities.
- c. Schedules necessary staffing (paid and volunteer) needed to prepare/deliver facilities or assets for use by 3rd parties.

7. Administration

- a. Oversee day-to day operations.
- b. Respond in a timely manner to inquiries from the general public, clients, and vendors regarding programs and activities of CAS.
- c. Maintain all official documents in a safe professional manner ensuring the utmost confidentiality.

Experience and Qualifications

Education – Post-Secondary education in non profit Management, Business Administration, Marketing, Communications or Public Relations is preferred, or equivalent experience.

Experience – Two – three years leadership experience in a non-profit organization. Extensive knowledge in working with a volunteer Board of Directors. Established success in financial management strategic planning, fundraising, organizational development, Human Resources, organizational governance for non-profits, and a working knowledge of data bases.

Skills – Organization, Planning & Execution, Time Management, Marketing, Public Relations, People Management, Decision Making, Leadership, Conflict Management, Teamwork and Proficiency with Microsoft Office.

Position Details

This is a full-time position working 40 hours a week that offers a salary in the range of \$50,000 – \$60,000. Salary commensurate with experience.

Attendance outside of regular office hours, evening and weekend work required.

Possession of a valid driver's license.

Current First Aid and CPR certification.

Interested candidates should forward their resume with a covering letter to:

CASsearchcommittee@gmail.com **Applications are due by midnight June 7, 2019**