



CANADA
4-H British Columbia

Manager, 4-H British Columbia Vernon, B.C.

Overview

4-H British Columbia is a not-for-profit, provincial youth development organization located in Vernon, B.C. Established in 1914, our Mission is to “Inspire educate and develop youth into empowered community leaders”. The 4-H program provides young people with an opportunity to learn how to become productive, self-assured adults who can make their community and country a good place in which to live. This is fostered through project and program work, experiences with their 4-H club members and leaders and their participation in district, regional and even provincial programs. Visit bc4h.bc.ca to learn more about us.

Manager Role

We are seeking an experienced and inspiring manager with a passion for our work. Reporting to the Board of Directors, the Manager, 4-H BC is responsible for providing leadership and operational management for the 4-H BC Program. Provides inspiring leadership to 4-H's Mission and Vision within the boundaries, prudence and principles established by the Board. Central responsibility to maintain a positive image of 4-H BC and ensure effective liaison with 4-H regions and districts throughout the province, government, and all funding agencies.

A. Board Liaison

- Provide information, advice, and counsel to the President of the Board, Board Committees, and the Board of Directors in the creation of policies, programs, and strategic direction of 4-H BC.
- Keep the Board informed through established mechanisms to monitor and report performance progress on objectives; address problems where objectives are not being met; and advise on risks and potential risks.

B. Leadership and Operations

- Oversee administrative functioning of 4-H BC.
- Develop goals and objectives cascading from the strategic plan.
- Maintain a partnership with the BC Ministry of Agriculture and works closely through a Memorandum of Understanding with Ministry of Agriculture-Youth Development Programs staff on 4-H BC educational program and project initiatives.
- Represent 4-H BC to the Canadian 4-H Council.

C. Fundraising and Financial Management

- Responsible for the financial management of 4-H BC, including the development and implementation of the annual budget, and providing monthly financial reports to the Treasurer of the Board of Directors.
- Lead development of the annual fund development plan, working closely with the Fund Development Officer, covering corporate sponsorships, donations and grants.

D. Conflict Management

- Coordinate resources and services for clubs, district or regions in alignment with the Provincial Conflict Management Policy.
- Serve as a mediator in conflict management processes as needed, or appoint a suitable third party mediator.

E. People Resourcing and HR Management

- Develop people resourcing plans and recruit skilled individuals, for regular, temporary, contractor, and summer student roles.
- Effectively and fairly manage staff by assigning and directing work, providing feedback and support for success, appraising performance, recognizing contributions, identifying training opportunities, promoting, and disciplining when required.



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F. Communication

- Oversee external communication going to members, and the general public, including the 4-H BC Annual Report, website, and newsletter.
- Acts as the primary media spokesperson, with support from the Board as required.

Qualifications

Business Management degree or diploma with five years senior leadership experience, preferably in a non-profit organization. Must have passion for our Mission, Vision, and work.

Skills and Abilities

- Solid leadership and management skills relevant to the non-profit sector and the work of 4-H BC.
- Ability to cascade strategic plan objectives to staff by developing annual S.M.A.R.T. goals, and supporting successful achievement.
- Ability to engage others using a consultative, facilitative and collaborative style.
- Ability to assimilate information, ideas, data, while weighing challenges and opportunities to arrive at solid recommendations, decisions, and solutions to problems.
- Solid fundraising management skills, including development of strategies, initiatives, and grant writing.
- Strong relationship building and influencing skills.
- Advanced written and oral communication skills with the ability to develop and present concise reports, messaging, presentations and act as the media spokesperson.
- Sound knowledge of financial management principles and reporting requirements.
- Sound knowledge of conflict management practices including facilitation and mediation.
- Sound knowledge of human resources management principles for effectively, respectfully, and fairly managing staff.
- Sound skills with MS Office applications.
- Must have a valid BC Driver's license and be able to travel throughout B.C.
- Satisfactory completion of a criminal record and credit check is required.

Applying

We invite candidates to submit a cover letter and resume by June 3, 2017 to gayle@hadfieldhr.com with Manager 4-H BC in the subject line. Compensation will be commensurate with experience and skills. We will contact shortlisted candidates the week of June 5, and interviews for selected candidates will be held June 22-23. We sincerely appreciate your interest in 4-H BC.

We thank all applicants for their interest; however only shortlisted candidates will be contacted.