



Peace Country Beef & Forage Association

"Strengthening Agriculture, One Farm at a Time"

Box 3000 Fairview, AB T0H 1L0

peacecountrybeef.ca • info@pcbfa.ca • 780-835-6799

Position: Interim Executive Director

Full Time, Temporary (14-18 Months)

Location: Flexible (Within Peace Country)

Applications will remain open until a suitable candidate is found, and the position may be filled at any time. Ideal start date would be within the month of June.

The Peace Country Beef & Forage Association (PCBFA) is a non-profit producer group that strives to provide leading edge, credible, and locally viable information to Peace Country producers, through our applied research and extension programs. We inspire and empower innovation in agriculture, and move forward the agriculture industry in the Peace, by enhancing its environmental, social, and economic sustainability.

The Interim Executive Director is our chief staff officer, and is the big-picture thinker who is responsible for strategic oversight of the organization. The ED works with the board of directors to set strategic direction, goals, and objectives for the organization, and then motivates and leads the staff team in accomplishing those goals. The ED is also responsible for financial and human resources management for the organization – by preparing and managing budgets, and developing and implementing policies and strategies for recruitment and retention of staff, the ED ensures that the organization is in good financial health and maintains a dynamic and high-functioning team of professionals, while remaining in compliance with all applicable laws, acts, and standards.

Duties of the Interim Executive Director Include:

1. Motivate and lead the staff team in successfully achieving goals and vision for the organization.
2. Work with the board of directors to plan, conduct, and provide follow-up on board and committee meetings and the Annual General Meeting.
3. Lead research, preparation, submission, administration, and reporting on grant and project funding applications & proposals.
4. Manage the financials of the association - including developing, monitoring, and maintaining budgets, maintaining adequate funding levels for the association, ensuring use of funds is in strict compliance with grant agreements at all times, and working with the appointed auditor to complete the annual financial statements.
5. Oversee human resources for the association – including hiring of permanent staff, leading team communication, overseeing wages and benefits, and leading a professional development and performance management system.

6. Retain a diverse, highly qualified staff team through successful employee recruitment and retention programs.
7. Identify and build strong relationships and collaborations with partnering producers, municipalities, researchers, extension specialists, politicians, community groups, funders, and industry representatives.

Areas of Competence Required:

1. Leadership skills: ability to lead a team, as well as work with a team on a regular basis.
2. Strong communication skills: verbal and written communication skills are essential, as are good listening skills. The ability to communicate effectively with board members, staff, collaborators, funders, industry members, and producers is necessary for this position.
3. Adaptability to manage a fast paced and ever-changing work environment.
4. Decision making: the ability to make decisions on a regular basis, including on very short notice.
5. Planning and organizational skills are essential for leading the organization.
6. Strategic thinking and planning: be able to strategically plan for projects and extension events over the long and short term, and overall operation of the organization.

Accounting and/or business management knowledge and experience is highly valuable to this position.

Agriculture industry experience would also be an asset, but is not necessary.

Salary range is \$80,000 - \$90,000 annually.

A comprehensive and customizable benefits package is provided after a 3-month period, including health & dental, life and disability insurance, and a fully matched RSP and/or TFSA. We also offer reimbursement of professional fees, a company cell phone or reimbursement of cell phone expenses, 15 days per year of paid time off for illness and medical appointments (including those needed for taking care of family members), and flexible work hours.

The association is based out of Fairview, however there is flexibility in work location (within the Peace Country) and the ability to work from home.

Submit complete applications by email to:

Human Resources

Peace Country Beef & Forage Association

hr@pcbfa.ca

More information on the Peace Country Beef & Forage Association can be found on our website, www.peacecountrybeef.ca

Only applicants selected for an interview will be contacted.