

## **Executive Director, Thunder Bay Ventures**

Thunder Bay Ventures is seeking an experienced and dynamic Executive Director to lead their organization and help drive meaningful economic growth in their region.

### **POSITION SUMMARY:**

Reporting directly to the Board of Directors, the Executive Director is responsible for the day-to-day operations of Thunder Bay Ventures. This includes implementing strategic directions, overseeing business loan programs, managing staff, building community partnerships, and acting as the organization's key representative. This is a full-time in-office position based in Thunder Bay.

### **KEY RESPONSIBILITIES:**

- Implement Board-approved strategies and policies
- Report to the Board; keep directors informed
- Within organization's guidelines, collaborate with Board, staff and stakeholders on Economic Development projects
- Develop and review operational policies with the Executive Committee
- Advise Board on policy or business practice impacts
- Develop and manage the Strategic Plan, tracking outcomes
- Prepare and submit funding applications per contract and Board approval
- Respond to inquiries on financing needs, business ideas and Community Futures services
- Manage business lending activities, including reviewing applications, assessing financial viability, management capability, social and community impact, repayment ability, job creation, feasibility and security
- Prepare loan documents and oversee risk and collections
- Perform due diligence checks in the preparation of proposals, including Credit checks, Historical financial statement analysis, Canada Revenue Agency, HST, WSIB, personal income tax or other third-party verifications
- Personal Property Security Act (PPSA) searches and Title searches, an asset
- Strong analytical skills including financial statement and ratio analysis
- Make loan recommendations to the Investment Committee considering Community Futures goals and risk management
- Coach clients provide aftercare and growth support and ensure appropriate and effective referrals
- Manage collection of delinquent accounts, bankruptcies and foreclosures

- Provide leadership and supervision to staff, including hiring, performance evaluations, training and disciplinary action, in line with policies and procedures
- Prepare budgets, reports, funding proposals and performance targets
- Review, authorize and monitor budgeted expenditures
- Build Relationships with local businesses, community partners and funding agencies
- Ensure compliance with relevant legislation, internal policies and funder requirements
- Representing the organization at public events, meetings and speaking engagements
- Liaise and consult with funding bodies, solicitors, accountants, agencies and institutions as required
- Receive direction from the Executive Committee for other duties that may be required throughout a regular business routine

#### **QUALIFICATIONS:**

- Degree in Business, Commerce, or related field
- 2+ years in an administrative role with supervisory experience
- Strong financial literacy, including ability to assess financial statements and business plans
- Experience in small business lending, Personal Property Security Act, asset
- Excellent interpersonal, analytical, written and verbal communication skills
- Ability to work independently with sound judgment, discretion and leadership
- Proficiency in MS Office (Outlook, Word, Excel, PowerPoint)
- Valid Driver's license and access to a vehicle

#### **SALARY & WORK CONDITIONS:**

- Salary: \$70,000-\$85,000/year, based on experience
- Monday to Friday, workday with some evening/weekend
- Occasional travel (Approx. 10 days per year)
- Conditions of employment governed by an individual employment contract and organizational policies

#### **TO APPLY:**

Please send your resume and cover letter to:

Theodore Scollie, President at **tscollie@ericksonslp.com**

Subject line: Executive Director Application

[Click here to apply on Indeed](#)

***Thunder Bay Ventures thanks all applicants for their interest. Only candidates selected for an interview will be contacted.***