



EMPLOYMENT OPPORTUNITY: General Manager Community Futures Middlesex

Community Futures Middlesex (CF Middlesex) is passionate about helping entrepreneurs grow and succeed to strengthen our community. Offering loans, planning and advisory services, workshops, and much more, we exist to support entrepreneurs in Middlesex County. We understand our communities, our rural culture and values. These insights allow us to view our clients through a different lens and make loan decisions right here at home. Funded and backed by FedDev Ontario, you can trust CF Middlesex for support through the full life cycle of your business.

The Board of Directors is looking to recruit a passionate, innovative and creative individual to provide leadership to our team of local business support and lending professionals. The General Manager is responsible for the supervision of staff, monitors all programs administered by the Corporation so that client needs and program goals are met; oversees accounting procedures and governmental reporting; implements investment policies for loans, monitors all matters pertaining to the management of internal investment funds; promotes and builds awareness for the Corporation within the communities served and oversees the general administration of the Corporation.

Key responsibilities for the position are as follows:

- Lead the day-to-day operation of the organization including budget, compliance with regulatory and governing policies, staff and independent contractors, build stakeholder relations, maintain funder relationships and provide regular reporting, Board and Committee management, corporate record keeping, volunteer management, fulfill organizational mandate, and seek additional funding as required.
- Oversee the work of staff and independent contractors, including hiring, performance reviews, team building, progress meetings, providing on-going guidance, training, and support; Review and update human resources policies as required to ensure regulatory compliance.

- Be a collaborative community builder actively participating and supporting the work of committees/projects as deemed appropriate; attend business/partner events for the purpose of networking and building partnerships.
- Develop, update and implement strategic plans, impactful programs and services related to the provision of business advisory services, lending and economic development initiatives aligned with the needs of the communities served and the requirements of our funders.

What We Offer:

- Friendly and inviting workspace, conveniently located in downtown Ilderton
- Competitive compensation and employee benefits package including group insurance, retirement savings plan, and vacation/sick leave entitlement.
- An opportunity to contribute to the work of a not-for-profit organization that fosters innovative thinking to enable impactful (and local) economic development initiatives.
- The chance to be a part of a workplace culture that values collaboration, community, and resourcefulness.
- The opportunity to work with a dynamic team to achieve the strategic goals established for CF Middlesex and the Community Futures Program.

What Superior Performance Requires:

Competencies:

- Personal Accountability — Being answerable for personal actions.
- Time and Priority Management — Prioritizing and completing tasks in order to deliver desired outcomes within allotted timeframes.
- Project Management — Identifying and overseeing all resources, tasks, systems and people to obtain results.
- Teamwork — Cooperating with others to meet objectives.
- Planning and Organizing — Establishing courses of action to ensure that work is completed effectively.

- Leadership — Organizing and influencing people to believe in a vision while creating a sense of purpose and direction.
- Financial Literacy — Ability to read, understand, interpret and comment on key financial documentation, including ratios, budgets, forecast and variance reports, balance sheets, income and cash flow statements.
- Computer Literacy — Past experience working with external vendors or contractors in the adoption of new hardware and software IT solutions and the implementation of cyber security tools, policies and practices.
- Decision Making — Analyzing all aspects of a situation to make consistently sound and timely decisions.
- Customer Focus — Anticipating, meeting and/or exceeding customer needs, wants and expectations.
- Political Acuity — Anticipating and understanding the motivations of people and organizations to support good judgement and decisions.

Attributes:

- People-oriented with the ability to build rapport with a wide range of individuals.
- Versatility to adapt to various situations with ease and shift between tasks frequently.
- Preference for an organized workplace.
- Comfortable with new technology adoption.
- Following policy is important to you.

What We Need:

Education:

- Post Secondary Education in Accounting, Business Administration, Commerce, Economics, Finance, or other related discipline.

Experience:

- Five+ years' experience working in a senior-level leadership role.
- Previous experience working with a community-based or not-for-profit organization, and a proven understanding of not-for-profit governance and regulations.
- Previous experience working with / reporting to a Board of Directors.
- Previous experience in supporting businesses and entrepreneurs, commercial lending, business analysis, and / or operating a business.
- Demonstrated ability to understand, analyze and report on financial performance.
- Demonstrated digital and computer skills, cyber savvy with a willingness or aptitude to learn.
- Demonstrated history of public speaking and/or community involvement.

An equivalent combination of education and experience will be considered.

The General Manager is a full-time position (35 hrs. / week) based out of our main office in Ilderton. CF Middlesex serves the rural communities of Middlesex County (outside the City of London) including the lower-tier municipalities of Thames Centre, Lucan Biddulph, Middlesex Centre, North Middlesex, Strathroy Caradoc, Adelaide Metcalfe and the Village of Newbury.

The individual within this role will be required to visit clients, community economic development partners and other centres of influence with the flexibility to work remotely from another location on occasion. As a result, a valid driver's license and use of your own vehicle will be required. The salary range is **\$85,000 to \$110,000**. The application deadline is **4:00 pm, Friday, March 27, 2026**.

For those interested in applying, please forward a copy of your resume and cover letter detailing why you feel this opportunity might be a good fit for yourself and our team to the **Hiring Committee, Community Futures Middlesex, admin@cfmiddlesex.ca**. Only candidates selected for an interview will be contacted.

CF Middlesex values diversity throughout the organization and is looking to expand the representation of diverse cultures, backgrounds, perspectives, and lived experiences to better reflect our diverse community, clients and stakeholders. Additionally, CF Middlesex values inclusion and equal access for all job applicants. Please know that reasonable accommodation

will be provided during the hiring process. Contact the Hiring Committee at admin@cfmiddlesex.ca to request and arrange for accommodation during the recruitment and onboarding process.