



## **Manager Posting**

Arrowsmith Agricultural Association

Coombs, BC

Part-time, Employee (20 hours/week)

The Arrowsmith Agricultural Association (AAA), home of the Coombs Fair, is seeking a self-motivated, progressive and dynamic leader to fill the role of Manager. The Manager is responsible for overseeing the administration of AAA, including coordinating property rentals activities, improving efficiencies, optimizing operations, revenue and marketing streams. Liaising with the community, AAA stakeholders and partners, managing projects, including the Coombs Fair, and making decisions that are in alignment with AAA purpose and values. Hours of work increase leading up to fair.

Reporting to the AAA Board of Directors, working from our office space in Coombs, specific responsibilities include:

## **Duties and Responsibilities**

### **Leadership & Management**

- Support a strong Board of Directors and its committees.
- Report progress, risks and work with the AAA Board of Directors, including attending monthly evening meetings with the Board.
- Provide leadership and management to the AAA Caretaker (with the support of a board delegate).
- Work closely with the Treasurer to ensure sound financial management of the AAA accounts, (including invoicing, bill payments, budgeting, & forecasting).
- With the AAA Board, oversee the Coombs Fair and other internal events.
- Manage all aspects of the property rentals (including contracts, payments, bookings and communications).
- Process and manage memberships.
- Implement and maintain new software to support fair management efficiencies as needed.

### **Fundraising, Sales & Communications:**

- Write and secure grants.
- Manage annual Fair Entry Book.
- Network and build relationships in the community to garner new opportunities and partnerships.
- Deepen and refine all aspects of communication, from web presence to external relations with the goal of creating a stronger brand.
- Market and promote AAA through events, social media, website, print, direct relations, electronic distribution newsletters.
- Engage with and respond to the community and fair attendees via social media sites, newsletter, email and phone.
- Other duties as required.

### **Required Experience & Competencies**

The ideal candidate will possess the following:

- Academic or professional training in a related field (i.e. Business, Administration, Fundraising).
- Experience working successfully within the non-profit sector with a Board of Directors (staff &/or volunteers) including mentoring, rewarding and guiding employees and volunteers.
- Ability to exercise sound judgement, management and decision making to all aspects of the organisation (including diligent financial oversight).
- Proven ability to manage change.
- Strong interpersonal, communication skills with an ability to influence.
- Comfortable with social media, web platforms, computer software and programs.
- Comfortable working with a wide range of stakeholders and volunteers – local residents, local government representatives, Indigenous peoples, farmers, vendors and the public.
- Ability to work independently, stay on task and prioritize.

**Compensation and Start Date:**

This is a part time position (approximately 20 hours/week), with growth opportunity.

Hourly rate will commensurate with experience. Preferred start date is in [January 2020](#).

**Applications:**

Please send a cover letter and resume in PDF format, outlining your interest and qualifications to the email address below. Applications will begin to be considered on [December 13, 2019](#). We thank all applicants for their interest, but only those selected for interviews will be contacted. First interviews will be conducted in early January. This position will remain open until filled.