



Peterborough Festival of Trees

Position Description – General Manager

Reporting to:

Directly to the President of the Operational Executive.

Provide regular reports and recommendations to the Board of Directors and the Operational Executive Committee.

Summary of Responsibilities

Oversee the overall operation of the Peterborough Festival of Trees, while supporting a large team of volunteers ensuring the Vision and the Mission of the Festival are achieved.

Help drive the strategic plan and achieve the transformational change required to realize continued viability and growth of net revenue.

Key Responsibilities

Planning

- Work with the Operational Executive to set specific goals and measurable outcomes based on the Operational Plan. Identify the required resources to achieve the goals.
- Conduct an internal and external environmental scan to identify issues that would affect the organization.
- Communicate with key stakeholders to identify the changing needs of the Festival

Leadership

- Ensure day to day operations are running smoothly
- Direct policy implementation and monitor needs for ongoing development of policies.
- Support the committees as needed while refraining from doing the work of committees.
- Work in collaboration with the volunteers to accomplish the objectives and fulfill their responsibilities.
- Facilitate communication and positive working relationships with the volunteers & staff.

Program Management

- Facilitate the research, planning, development, implementation and evaluation of any new programs.
- Ensure any new programs meet policy guidelines and reflect the Board's priorities.
- Assist volunteer leaders with any required resources to ensure the smooth operation of their areas of responsibility

Human Resources Management

- Ensure appropriate recruitment, selection and orientation of paid staff
- Provide ongoing learning opportunities for staff
- Maximize staff performance by providing current job descriptions, regular performance appraisals, staff recognition and attendance awareness
- Ensure staff have a clear understanding of their work responsibilities and expectations.
- Support goal achievement, coach and monitor performance.
- Provide regular, appropriate and constructive feedback.
- Guide committees with recruitment, orientation and training of volunteers as needed

Financial Management

- Work with the Operational Executive to prepare a detailed business plan including budgets for all activities
- Administer the funds of the organization, according to the approved budget
- Ensure accounting policies and practices are in place and adhered to by staff and volunteers
- Provide the Board and Executive with regular statements of revenues and expenditures.
- Maintain awareness of and compliance with the governmental requirements set forth by Canada Revenue Agency and Ontario Corporations Act.

Risk Analysis

- Evaluate potential assets and liabilities for the organization
- Assess potential threats to the Festival's image.
- Assess risks related to health & safety, finances and other potential liabilities and report the results of annual Risk Analysis to the Board and Operational Executive

Community Involvement

- Promote community awareness of the Festival mission and activities.
- Participate in networking and community activities.
- Build strong working relationships both inside and outside the organization, enlisting support for accomplishing tasks.
- Identify and research funding/sponsorship opportunities.
- Assist with a communication plan that informs the community of activities and direction of the organization.
- Seek public speaking opportunities in the community and organize a Speaker's Bureau

Performance Appraisal

- Cooperate with and participate in the performance appraisal process.
- Assist with the assessment of outcomes.
- Recommend changes when necessary.
- Inform the Board/Executive about situations that affect the General Manager's ability to meet his/her goals.

Qualifications

- Relevant post-secondary education and 3-5 years' experience in a senior management position in a non-profit organization
- Excellent interpersonal skills
- Financial management expertise
- Experience with fundraising/resource development
- Volunteer Management expertise
- Demonstrated knowledge and skills in researching partnership and grant opportunities
- Demonstrated knowledge and skills in communication, marketing and public relations
- Solid track record in working with staff and volunteers in the development and implementation of a vision for the organization at an operational level
- Knowledge of and experience working in the Peterborough area preferred
- C.F.R.E. designation would be desirable