JOB TITLE:	General Manager		Management: Reports to a Board of Directors
Department/Group:	Agricultural Society	**Job Code/ Req#:**	2022-J-15
Location:	Rockton	**Travel Required:**	Travel Required
Level/Salary Range:	Commensurate with experience	**Position Type:**	Permanent Full-Time
HR Contact:		**Date Posted:**	June 15, 2022
Will Train Applicant(s):	Yes	**Posting Expires:**	June 30, 2022
External Posting URL:			
Internal Posting URL:			

Applications Accepted By:	
FAX OR EMAIL: info@rocktonworldsfair.com	Subject Line: GM_2022-J-15

Job Description

The Rockton Agricultural Society (RAS) is a rural non-profit organization searching for a full-time collaborative leader who is enthusiastic about agriculture and the community. The Rockton Agricultural Society has been operating for 170 years, engaging the community to celebrate our rural roots and create opportunities for agricultural education. The Rockton Agricultural Society is home of the "Rockton World's Fair," a long-standing Thanksgiving family event.
This position is for a leader experienced in cultivating strong stakeholder relationships with other non-profits and service clubs, businesses, Society members, and volunteers to collectively build and strengthen the operation and sustainability of the Society. The General Manager is responsible for overall management of the Society, creating new opportunities to engage stakeholders and patrons, leverage assets and resources to generate revenue through facility rentals, and engage the community in moving our mission of agriculture forward. The General Manager will be accountable to the Board of Directors, to work independently to execute the Society's strategic priorities and run an efficient and profitable organization. The Society is looking for an innovative leader that will inform the Board through best practices, evidence informed decisions and provide strong recommendations to the Board on the general operations and organizational growth of the Society. The General Manager will have the right values, skills, attitude, and commitment to fulfill this role.

RESPONSIBILITIES

- Efficiently manage the daily operations of the Agriculture Society, including the oversight of the office, facilities, contracts, staff, and memberships.
- Seek guidance and input from the Board of Directors and provide regular progress updates on the Society's strategic priorities and operations.
- Build and maintain stakeholder relationships, acting as an ambassador with the community (non-profits, service clubs, businesses, agricultural groups, members, volunteers, and local residents, etc.) to promote RAS and create strong mutual relationships.

- Provide effective non-profit management, through relevant policies, procedures and strong oversight and governance to ensure transparency with the membership, volunteers, and community.
- Design, expand and manage facility rental opportunities that create spaces for the community to meet, share and celebrate and increase the profile of the Society, while enabling RAS to maximize revenue generation opportunities.
- Establish a strong volunteer management model, which creates opportunities for volunteers of all ages to share skills, expertise, and experience through a shared leadership approach that ensures RAS can successfully host large events such as the Rockton World's Fair.
- Spearhead new initiatives, create a project plan and manage the key aspects of RAS signature events (i.e.: Rockton World's Fair, Dinner Theater), supporting Board, staff, committees, members, and volunteers.
- Identify and pursue grants and subsidies that can support RAS.
- Manage employees and suppliers when necessary.
- Support sponsorship development and fulfillment.
- Determine the needs for supplies and equipment requests. Maintain appropriate property inventory for the Fairgrounds.
- Respond to all correspondence, telephone, email in a timely fashion. Postal mail, email and phone messages must be checked daily.
- Always maintain good public relations.
- Effectively manage the Society budget and financial planning including grants, fundraising, revenue generation, accounts payable and receivables. Oversee the accounting and provide a financial update monthly to the Board of Directors.
- Evaluate insurance needs for the "Rockton's World Fair" and Fair Board and secure necessary coverage with Board approval.
- Keep by-laws and policy manual up to date with amendments and changes. Keep accurate contact information for active Board Members.

KNOWLEDGE SKILLS AND ABILITIES

- Strong interpersonal and communication skills are a must. Volunteers, visitors, and exhibitors are the RAS's most significant asset, and the GM must be able to have positive interactions with a variety of individuals in potential challenging situations.
- The ability to work flexible hours is a must. The GM will have to attend ALL Executive meetings, Board Meetings and most committee meetings in the evenings and will work extra hours prior to and during the fair. During the Fair, the GM must be able to be present on the grounds for extended periods.
- Possess computer literacy in the MS office suite and the capability to learn the functions of the Fair boards database AssistExpo.
- Ability and willingness to learn new skills as needed to support RAS operations.
- Must have Financial planning experience.
- Strong administration background and must be organized.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Diploma / Degree in non-profit management and/or minimum experience of 5 years related to non-profit organization management.
- Worked in or familiar with the agriculture sector.
- Familiarity with Assist Expo.
- Experienced or certificate in volunteer management, including volunteer recruitment and retention.
- Progressive business management experience, including responsible for direct reports and contract management.
- Experienced in managing projects and strategic plans through an evaluation framework.
- Project management training an asset.
- Experienced reporting to a Board of Directors and working independently.
- Strong working knowledge of various technology, including Microsoft Office Suite and social media platforms: Instagram, Facebook, Twitter.
- Maintain compliance with legislative regulations for non-profit organizations and agricultural memberships.
- Demonstrate a solid understanding of performance management, executing, monitoring, and optimizing the launch of a variety of campaigns/projects and events.
- Strong facilitation skills and communication skills to connect with the membership and volunteers to build rapport, community, and future relationships.
- Self-driven individual, who is innovative with strong independent leadership skills.
- Acts as an ambassador throughout the community, positively promoting the RAS
- Maintain productivity within the office by establishing best practices ensuring a workplace healthy/safe work environment.
- Must have a valid G driver's license.

Reviewed By:	Name	Date:	Date
Approved By:	Name	Date:	Date
Last Updated By:	Name	Date/Time:	Date/Time