



## **Executive Director Summerside, Prince Edward Island**

*Community Business Development Corporations (CBDCs) are not-for-profit organizations helping to build vibrant communities in Atlantic Canada by stimulating private sector employment in rural communities. We work in the creation, expansion and modernization of small and medium sized businesses by providing financial support, skills training and counseling services to entrepreneurs.*

Objectives of CBDC Central PEI are:

- Deliver flexible and character-based loans and lending (this is our core business)
- Provide value-based, complimentary business counseling and referrals
- Support clients with skills development through training, workshops and financial support
- Build our network of connections to provide the best value for our clients and to leverage resources

We are seeking a professional to lead our **Central PEI** team located in **Summerside, PEI** in the delivery of CBDC programs and services.

Directly responsible to the **Board of Directors**, as the **Executive Director**, you will be accountable for the leadership and management of the Corporation. The executive director is responsible for the overall promotion and public relations of the Corporation, the administration of an annual operating budget of between \$500,000 - \$600,000, and maintaining assets of over \$11 million. The Executive Director prepares reports to the Board and submissions for funding to various government departments. He/she assists and oversees in the annual audit process and the management of credit and collection issues. He/she is accountable in leading the development of strategic planning for the Corporation as well as supervising and guiding staff to achieve all the goals and objectives of the Corporation.

A team player, it will be your goal to provide the highest level of service to our clients and help build our reputation as the preferred business advisors in our market area. The successful incumbent will be client-focused – actively engaged in and committed to executing activities that support community business development.

**Requirements** -- The preferred candidate will possess:

- University degree in Business Administration, Finance, Accounting, or related fields, and/or the equivalent in senior management experience and training
- 7 to 10 years relevant work experience
- Credit management and/or financial/banking experience
- Proven budget preparation and budget management
- Knowledge of financial statement analysis and economic principles of contracts and legal documents
- A sound understanding of accounting and business planning
- Excellent written and verbal communication skills
- Exceptional relationship building skills
- Be self-motivated, results focused, and thrive in a team environment
- Proven ability to lead a strong team of skilled professionals
- Understand the dynamics of small business in rural PEI
- Be bondable

For more information on CBDC Central PEI, please visit [www.cbdc.ca](http://www.cbdc.ca) or CBDC Central PEI on Facebook

The CBDC is an equal opportunity employer.

Starting annual salary: \$85,000 - \$95,000, depending on qualifications, plus a comprehensive benefits package.

Please e-mail your resume and cover letter by **4:00 pm Monday, October 31, 2022 to [interimcentralpei@cbdc.ca](mailto:interimcentralpei@cbdc.ca)**

All replies are confidential. We wish to thank all applicants for their interest. However, only those selected for an interview will be contacted.