



Enterprise Brant is currently searching for a General Manager. The General Manager will work with the Board of Directors and staff to ensure the effective implementation and operation of the programs of the Corporation. This includes the offering of a variety of loan products and services to promote small business growth and community economic development within Brant County.

The main role of the General Manager is to manage the delivery of business and lending programs, implement and monitor investment and counselling service policies and promote Enterprise Brant's role within the community.

**Essential Duties and Responsibilities:**

- Develop and update policies including investment and counselling services, program management/administration, lending and accounting procedures
- Provide funding proposal and reports as required by funding sources
- Oversee the loan application process for submission to the Loan Committee
- Submit monthly reports detailing the financial status of outstanding and delinquent loans
- Develop small business counselling services both individually and in groups
- Promote the Corporation's programs and services through news releases and social media
- Prepare, administer, and monitor the operating budget
- Develop and monitor special project grants for community groups
- Assist the Board in the review, development, and implementation of the strategic plan
- Supervise all staff in the performance of daily duties including performance reviews
- Maintain personnel policies in compliance with all legislation including Employment Standards, Human Rights Code and Safe Workplace Standards
- Present monthly financial reports to the Treasurer
- Co-ordinate audit process and negotiate all contract services
- Liaise with tenants, negotiate lease agreements and monitor the workplace
- Ensure implementation of software and apps to streamline operations as well as maintaining cyber security.

**Requirements and Qualifications:**

- Business related degree
- Demonstrated managerial experience
- 3-5 years experience in small business/commercial lending
- Proven ability to take initiative
- Public relations experience including initiating speaking engagements, social media marketing planning
- Accounting experience including budgeting and funding with the ability to understand financial statements
- Previous experience supervising staff including hiring, training, performance management
- Strong professional interpersonal and communication skills

If you meet the above qualifications and are looking for an opportunity to play an integral part in promoting Enterprise Brant's role within the community, please send your resume to The Search Committee, Enterprise Brant. [communications@enterprisebrant.com](mailto:communications@enterprisebrant.com)