



## Employment Opportunity

### Executive Director, Trenval Business Development Corporation

The Board of Directors of Trenval Business Development Corporation is looking to recruit a passionate, innovative and creative Executive Director to provide leadership to our team of local business support and lending professionals.

#### Key responsibilities:

- Lead the day-to-day operations of the organization including budget, compliance with regulatory and governing policies, build stakeholder relations, maintain funder relationships and provide regular reporting, Board and Committee management, corporate record keeping, volunteer management, fulfill organizational mandate, and seek additional funding as required.
- Oversee the work of staff, including hiring, performance reviews, team building, progress meetings, providing on-going guidance, training, and support. Review and update human resources policies as required to ensure regulatory compliance.
- Be a collaborative community builder actively participating and supporting the work of committees/projects as deemed appropriate; attend business/partner events for the purpose of networking and building partnerships.
- To develop, update and implement strategic plans, impactful programs and services related to business advisory services, lending and economic development initiatives aligned with the needs of the communities served and the requirements of our funders
- Ensure all Board and Committee meetings are well organized, that agendas and board packages are accurate, fairly reflect the organization's financial position and activities that the information is distributed in a timely manner
- Support the Board in accordance with the by-laws and governance framework
- Liaise between Board and FedDev and ensure on behalf of the Board that the organization is adhering to its contribution agreements with FedDev and other funders
- Support the staff in providing information and counselling services to individuals looking to start a business in the service area and to existing businesses to assist them in maintaining or growing their business:

#### Required Competencies:

- Personal Accountability – Being answerable for personal actions.
- Time and Priority Management – Prioritizing and completing tasks in order to deliver desired outcomes within allotted timeframes.
- Project Management – Identifying and overseeing all resources, tasks, systems and people to obtain results.
- Teamwork – Cooperating with others to meet objectives.
- Planning and Organizing – Establishing courses of action to ensure that work is completed effectively.
- Leadership – Organizing and influencing people to believe in a vision while creating a sense of purpose and direction.
- Financial Literacy – Ability to read, understand, interpret and comment on key financial documentation, including budgets, forecast and variance reports, balance sheets, income and cash flow statements.

- Computer Literacy –Experience working with external vendors in the adoption of new hardware and software IT solutions and the implementation of cyber security tools, policies and practices.
- Decision Making – Analyzing all aspects of a situation to make consistently sound and timely decisions.
- Customer Focus – Anticipating, meeting and/or exceeding customer needs, wants and expectations.
- Political Acuity – Anticipating and understanding the motivations of people and organizations to support good judgment and decisions.

**What We Need:**

**Education:**

- Post Secondary Education in Accounting, Business Administration, Commerce, Economics, Finance, and/or other related discipline.

**Experience:**

- Minimum five years' experience working in a senior-level leadership role.
- Previous experience working with a community-based or not-for-profit organization, and a proven understanding of not-for-profit governance and regulations.
- Previous experience in supporting businesses and entrepreneurs, commercial lending, business analysis, and/or operating a business, would be an asset.
- Demonstrated ability to understand, analyze and report on financial performance.
- Demonstrated digital and computer skills, cyber savvy with a willingness or aptitude to learn.
- Demonstrated history of public speaking and/or community involvement.

Full-time position (35 hrs/week) based out of the office in Belleville, Ontario with flexibility to work before and after hours for meeting and events. A valid driver's license and use of your own vehicle will be required.

For a more detailed version of this employment opportunity, please view our website at:

<https://trenval.ca/about/careers/>

The salary range **\$95,000 to \$115,000**.

The application deadline is **4:00 pm, Friday, April 18, 2025**.

Please forward a copy of your resume and cover letter to Amber Darling, Executive Director, Trenval Business Development Corporation, [adarling@trenval.ca](mailto:adarling@trenval.ca) . Only candidates selected for an interview will be contacted.

All applications are considered confidential. Trenval values inclusivity and diversity in the workplace. We welcome and encourage applicants from diverse backgrounds. We are committed to providing accessible employment practices that comply with the Accessibility for Ontarians with Disabilities Act (AODA). If you require accommodation at any stage of the recruitment process, please notify us through your application.