



COMMUNITY FUTURES HOWE SOUND (CFHS) OPPORTUNITY

CFHS Executive Director Position

CFHS is searching for a new visionary leader who can steer the organization towards continued success. The ideal candidate will possess a combination of strategic thinking, strong leadership skills, political acumen and a deep understanding of entrepreneurship, finance, community economic development and sustainable community and business development. In this role, the CFHS Executive Director acts as the chief executive and administrator overseeing daily operations, finances and loan fund management, program delivery and community economic development initiatives while reporting to the CFHS Board of Directors.

Strategic & Operational Leadership

- Develop and execute the organization's strategic vision and long-term planning in alignment with the CFHS Board of Directors' goals.
- Serve as the primary advisor to the Board on operational, financial, and strategic matters.
- Support the Board in its fiduciary and governance responsibilities, including managing meeting materials, ensuring effective communication, and facilitating strategic planning sessions.
- Support Board recruitment, development, and succession planning to maintain strong, effective leadership.
- Oversee all day-to-day operations to ensure programs and services are delivered effectively and align with the organization's mission and values.
- Identify and cultivate new strategic revenue streams and partnership opportunities to ensure the organization's sustainability and growth.
- Develop and manage all funding and contracts in an efficient and effective manner.
- Serve as the key public face of CFHS, acting as a visible champion for community economic development and regional collaboration.
- Oversee the design, delivery, and evaluation of high-impact programs that directly benefit entrepreneurs and local communities.

- Continuously improve systems and services to enhance program outcomes and client experience.
- Identify and address emerging needs in the local business community and develop responsive, innovative solutions.
- Financial Stewardship, Loan Fund Management and Oversight
- Manage all financial operations, including the development and administration of the annual operating and project budgets.
- Ensure fiscal accountability, transparency, and compliance with all funding agreements and regulatory requirements.
- Provide comprehensive financial reporting and analysis to the Board to support informed decision-making.
- Ensure that the CFHS delivers high quality business development support and lending to clients.
- Continually study loan successes and failures to improve best practices and target markets for lending.
- Facilitate qualified referrals from a wide variety of referral sources.
- Supervise and support the CFHS lending team in deal flow, file review, deal structuring and disbursement conditions and processes.
- Monitor overall loan portfolio performance, delinquency and loss mitigation efforts.
- Facilitate regional and provincial lending collaboration and best practices development.

Human Resources & Organizational Culture

- Provide strong, hands-on HR leadership, including talent acquisition, performance management, and professional development for the team.
- Uphold and evolve HR policies in accordance with BC employment legislation.
- Foster an entrepreneurial, positive, inclusive and high-performing workplace culture that attracts and retains top talent.

Core Competencies

Hiring for this position will focus on individuals with the following demonstrated characteristics:

- Strong inter-personal and communications skills.
- Strong trust building and adherence to confidentiality and privacy.
- Highly organized and effective time manager.
- Ability to function well in a small team environment in a highly collaborative manner.
- Ability to take direction and work with a volunteer based community development organization with strong strategic direction.
- Positive attitude and opportunity-focused.
- Results oriented self-starter with ability to identify and act on key issues and opportunities.

- Strong problem solver and stress management abilities.
- Confidence in making decisions and communicating decisions effectively to others.

Key Qualifications

- A post-secondary degree in business, finance, or a relevant equivalent education and professional designation and/or related industry certification.
- At least 8-10 years of hands-on business leadership experience which could include small business ownership, business counselling and/or senior management positions. Proven ability in project management, financial analysis and business plan development.
- Experience with strategic planning, business development, commercial financing, cash flow management and understands loan fund management.
- Strong leadership, communication (written and oral) and problem-solving skills.
- Knowledge of community economic development and Community Futures 'value proposition.
- Technologically savvy, with strong computer systems and file management capabilities.

Opportunity Details:

The position is full-time, 35hrs./week 8:30 to 4:30 PM, Monday to Friday. Full comprehensive benefits and matching 5% RRSP contribution provided to employee after successful 3-month probationary period. Some evening and weekend work may be required related to meetings, events, training, conferences etc.

The position is a results-oriented role with autonomy in managing daily priorities with the ability to structure workday to meet business objectives. With a focus on outcomes rather than fixed hours, the successful candidate will be expected to manage workload independently.

This opportunity is part of a progressive management succession plan where the successful candidate will have the opportunity to work closely with existing management, staff and Board of Directors to be oriented, trained and empowered in this unique leadership position.

Salary will be based on the level of experience, knowledge and work ethic of the applicant.
Expected salary level \$95,000 - \$115,000/yr.

Please submit your application to:

Squamish Personnel Solutions: <https://www.squamish-jobs.com/job/exec-director>

1. Create a Profile and upload your resume here (you only have to do this once): <https://www.squamish-jobs.com/application>
2. OR If you have already created a profile with us, simply email talent@squamish-jobs.com to let us know that you'd like to chat about this role.
3. Please do not reach out to the company directly as Squamish Personnel is doing the first round of interviews for this position. All applications must come through us to be considered.