



Lender of Opportunity | Growing Our Communities

Lucas Professional Search Group is currently working with Venture Norfolk in Simcoe, Ontario in their search 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 Norfolk 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 Venture Norfolk'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/annual reports as required by funding sources
- Oversee the loan application process for submission to the Investment 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
- Present monthly financial reports to the Board of Directors
- Co-ordinate audit process and negotiate all contract services

Requirements and Qualifications:

- Business related degree and/or 3 - 5 years of equivalent small business experience
- 5-10 years managerial experience
- 3-5 years experience in small business/commercial lending
- Proven ability to take initiative and direct staff
- Public relations including initiating speaking engagements

- 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 Venture Norfolk's role within the community, please send your resume to Lucas Professional Search Group to the attention of Brenda Broughton at brendab@lucasp.sg.ca