

Executive Director Job Advertisement

Job Title: Executive Director

Organization: Belfast Community Development Corporation

Salary Range: \$50,000 to \$65,000 per year, to be negotiated



If you're an outgoing, innovative, and passionate self-starter who wants to work in a beautiful and quickly growing community, look no further! The Belfast Community Development Corporation is hiring a full-time, year-round Executive Director to take the helm of this dynamic organization.

The Organization

The Belfast Community Development Corporation (BCDC) is a social enterprise focused on sustainable community economic growth and development in the Rural Municipality of Belfast, Prince Edward Island. BCDC owns and operates two not-for-profit businesses within the community, [Belfast Highland Greens Golf Course](#) and [Lord Selkirk Campground](#). In addition to the existing operations, the organization is planning to expand its reach within the community to become a catalyst for economic growth and development. We are hiring an Executive Director to help lead the organization forward.

The Job

BCDC, like the community we serve, is growing! As Executive Director, you will report to the Board of Directors. You will be the leader of the organization, responsible for managing the overall operations of the Golf Course and Campground, as well as developing and managing new projects and programs. Your role is to ensure effective and transparent management. You will be responsible for administration, operations, financial planning, marketing, policy development, and overall management of resources and staff. Furthermore, you will work with the Board on strategic initiatives and will be directly involved in executing strategic goals.

Must-have Skills & Experience

- **Post-Secondary degree** in Business, Business Administration, Human Resources Management or Marketing OR a minimum of 2 years cumulative experience, training, and/or education in a management role with financial responsibilities.
- **At least 3 years experience** in business management or administration capacities.
- **Day-to-day computer skills**, including document management, email, word processing (e.g., Word, Google Docs), presentation software (e.g., Google Slides, PowerPoint), social media, and virtual meeting software (e.g., Teams, zoom). Ideally, you also have some experience with point-of-sales systems and/or accounting software.
- **Experience in leadership and management.** This could be as a former executive director, manager, team leader, etc., or it could have been gained through a combination of roles. As the leader of the organization, you will need to be personable and approachable to our staff and clients. We're looking for someone who leads by example and will provide mentorship to our staff.

- **Experience developing, leading, and completing projects.** We're looking for someone who can take big ideas and turn them into reality in an organized and well-communicated way. The ideal candidate will be able to create and manage project budgets.
- **Experience or knowledge of marketing and social media management.** As BCDC grows, we will need an Executive Director who can develop and execute marketing strategies to promote our existing products and new projects to the community and customers.
- **Experience establishing relationships with stakeholders, clients, and partners.** You will be responsible for establishing relationships with important organizations and partners in our local community and the broader business and tourism industry. We are looking for a leader that will engage with our community.

Nice-to-have Skills & Experience

These skills and experience criteria aren't necessary for the job but will be considered an asset if you do have them:

- Masters of Business Administration;
- Experience working with a Board of Directors;
- Experience writing funding proposals;
- Experience developing and generating new revenue streams;
- Experience working in tourism accommodations management; and,
- Experience working in golf course management.
- Knowledge of the community of Belfast.

Why You Should Work For BCDC

- **Great People:** The staff of Belfast Highland Greens and Lord Selkirk Campground are top-notch. Just ask any of our regular customers. Also, the Rural Municipality of Belfast is home to passionate Islanders who love their community and want to see it grow.
- **Growth Potential:** Our organization is ready to take the next steps to grow our community and our reach. The Board of Directors is ready to partner with a dynamic and idea-driven Executive Director who is ready to transform our organization. This role is new, so there's plenty of room to make it your own!
- **Competitive Salary:** BCDC offers a competitive salary package.
- **Flexible Work:** This position is full-time year-round. During the summer season, you will need to work on-site at Belfast Highland Greens Golf Course and Lord Selkirk Campground (not that this is a downside...Belfast has some of the most beautiful views on PEI.) During the off-season, you will be able to work from home.
- **Inclusion:** BCDC is committed to promoting an inclusive and diverse greater Belfast area. We believe our organization is a stronger and better place to work when we celebrate our differences. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

How to Apply & The Hiring Process

If you require an accommodation at any point throughout the selection process, please do not hesitate to advise the selection committee.

1. Submit your cover letter and resume to Belfast Community Development Corporation at belfastcommunitydevcorp@gmail.com on or before **March 7th, 2022 at 12pm NOON AST.**
2. After the closing date, our hiring board will review the applications and contact applicants for an initial formal interview with the selection committee. Only successful candidates will be contacted for an interview.
3. The selection committee will select the successful candidate for a final informal interview with the full Board of Directors.