



Executive Director

*Do you have a passion for relationship management and advocacy?
Are you a confident and strategic leader with great listening skill?
Do you have experience leading a dynamic non-profit organization?
Have you worked with Boards of Directors and Executive Committees?*

If you answered yes to these questions, we should talk. You just might be the ideal candidate to be the next Executive Director at Community Futures Network of Alberta!

Community Futures Network of Alberta (CFNA) is a community-driven, non-profit organization governed by a Board of Directors representing the 27 Community Futures offices in Alberta. The 27 offices are the shareholders of the CFNA and are the primary focus of the work and relationship building of the Executive Director. The mandate of the Community Futures program in Alberta is to support small rural businesses through business coaching, business training, business financing and community economic development.

CFNA exists to provide advocacy, leadership, stewardship, and operational support for the network of 27 Alberta Community Futures organizations. Activities support this network to develop and implement local solutions to challenges and opportunities in the areas of economic stability, growth, diversification and job creation. In addition, CFNA manages a pool of funds called the Community Futures Lending & Investment Pool (CFLIP) on behalf of CF depositors for the purpose of providing a strong loan fund for Alberta entrepreneurs.

Reporting to the Board of Directors, the Executive Director will be responsible for the following areas of the business:

- Operations leadership of the CFNA virtual office;
- Governance and servant leadership in coordination with and as directed by the CFNA's Board of Directors;
- Financial and operational reporting to the CFNA Board of Directors;
- Relationship management of and advocacy for the 27 Alberta Community Futures (this may require extensive travel);
- Relationship management & advocacy for the membership with the CF program funder, Western Economic Diversification and external stakeholders;
- Oversight, leadership and reporting for the Community Futures Lending Investment Pool (CFLIP) loans and lines of credit that will include liaison with service providers, borrowers, depositors, legal counsel;
- Leadership and oversight of the CFNA Staff Team

The Community Futures Network of Alberta operates on a virtual office basis headquartered in Cochrane, so the Executive Director will be expected to provide an adequate home office space for this purpose, and a home office allowance is provided for this purpose. The Executive Director must reside in Alberta (preferably rural) and be legally entitled to work in Canada.

If you think you're a strong candidate for this role, please apply via email only to: HR@albertacf.com. Candidates will be asked to be available for telephone screening, primary interviews and, for finalists, second-round in person interviews. This position offers a sound compensation package and salary will be commensurate with experience and education. Competition will remain open until a suitable candidate is found.

We thank all applicants for considering this exciting opportunity with Community Futures Network of Alberta. Please be advised that the selection committee will only be contacting those individuals chosen for interview. No phone calls will be accepted. The CFNA values diversity and is committed to attracting, engaging and developing a diverse and inclusive workforce.