



# PRINCE EDWARD/LENNOX & ADDINGTON COMMUNITY FUTURES DEVELOPMENT CORPORATION

## Executive Director

Prince Edward/Lennox & Addington Community Futures Development Corporation (PELA) is a community based, not-for-profit corporation whose objective is to encourage local entrepreneurship and economic development, by specializing in providing business loans, grants, and business advisory services. It is business-driven, governed by a board of local volunteers, and partially funded by the Government of Canada.

The Executive Director is the key management leader of PELA, responsible for overseeing the administration, programs and strategic plan of the organization. Other key duties include funding acquisition, marketing, and community outreach. The position reports directly to the Board of Directors.

The successful candidate will have:

- experience in a leadership role, (preferably 5 years or more) in the not-for-profit sector, particularly in an organization which relies on government funding
- in-depth knowledge of rural communities
- solid hands-on financial reporting, budgeting and grant preparation experience
- demonstrated excellence in communication (written/oral; private/public)
- strong computer skills
- demonstrated ability to oversee and collaborate with staff
- car and driver's licence

Qualified candidates should submit their resume and salary expectations to [searchcommittee@pelacfdc.ca](mailto:searchcommittee@pelacfdc.ca) by no later than September 5, 2017. Please see [pelacfdc.ca](http://pelacfdc.ca) for further information.