



General Manager Canadian Sheep Breeders' Association

General Duties and Responsibilities

Reporting directly to the President, the General Manager is responsible for carrying out the affairs of the Canadian Sheep Breeders' Association. This part-time position (20 - 25 hours/ week) is offered initially with a contract for 2 years, with the possibility of extension after that term.

Key Areas of Responsibility

- Maintaining and operating the CSBA office including: liaising with the board of directors, members and the public
- Co-ordinating the All Canada Classic show and sale held annually in July
- Managing the financial affairs of the association, reviewing financial reports, providing monthly updates and presenting the financial report at the AGM
- Preparing meeting agendas and minutes for the board of directors and sub-committees
- Developing and implementing the CSBA business plan with the board of directors
- Building and maintaining relationships with other national and provincial sheep organizations as requested by the board of directors
- Assisting the board and members in identifying and obtaining funding consistent with the business plan
- Assisting the board to source sponsorship opportunities
- Assisting the board in developing and implementing marketing and educational processes and materials
- Keeping the CSBA website and Facebook page updated with relevant information
- Representing the CSBA on national committees and working groups as requested by the board of directors

Required Skills and Abilities

- Excellent organizational skills, self-motivated and deadline driven
- Effective listening, verbal and written communication skills
- Excellent interpersonal skills with demonstrated ability to effectively deal with others
- Working knowledge of computers, internet, e-mail and various software applications
- Good understanding of the genetic evaluation of livestock
- Willing to travel across the country
- A flexible schedule is mandatory

Education and Experience

- Post-secondary education in agriculture, business management or marketing
- Working experience with a volunteer board of directors
- Experience in Agriculture and/or the sheep industry would be an asset

- Bilingual (English and French) would be an asset
- Working knowledge of MS Word, Excel and social media applications
- Demonstrated financial record keeping ability. Quickbooks experience an asset
- Valid driver's license

Location: home-based office, with travel when required

Salary Range: \$30,00 to \$40,000 per annum; salary based on experience.
Approximately 20-25 hours/week. Five days travel required for both the Annual Meeting and the All Canada Classic.

Probationary Period: 6 months

Closing Date: April 22, 2024

If you are interested in being considered for this position, please forward a copy of your resume, along with a cover letter, clearly indicating how you satisfy the requirements of the position, by email to:

Canadian Sheep Breeders' Association
office@sheepbreeders.ca

Only electronically submitted applications will be considered.

We thank all applicants for their interest but please be advised that only those selected for interviews will be contacted.