



ONTARIO BEEKEEPERS'  
ASSOCIATION  
Since 1881

## POSITION DESCRIPTION: OBA GENERAL MANAGER

The Ontario Beekeepers' Association seeks a dedicated General Manager to support the organization in its next phase of growth and development. We specifically seek an enthusiastic, positive and collaborative individual skilled in strategic planning, financial management, membership services, communications and board governance. The ideal candidate will have a sincere dedication to the mission and vision of the OBA and a commitment to helping the board realize its short and long-term goals.

The OBA works to ensure a thriving and sustainable beekeeping industry in Ontario. To that end, we advocate for beekeepers' interests, promote honey and hive products, support honey bee health research and deliver practical training and information. The Association is run by a board of dedicated volunteers, and its membership includes both commercial and smaller beekeepers from across Ontario. This full-time position will provide the administrative support the OBA requires to realize its mission and vision.

### RESPONSIBILITIES

Subject to the direction and supervision of the OBA Board of Directors and/or board committee chairs, the General Manager will lead and supervise the day-to-day operations of the OBA. The GM will have the following duties and responsibilities:

#### PLANNING AND FINANCIAL MANAGEMENT:

- Coordinate, through a participatory process with board and staff, the development of annual and long-range strategic and annual plans for the organization.
- Work with the Treasurer and President and with input from staff and committee chairs, to create and monitor a comprehensive organizational budget.
- Advise the board in adopting reserve, banking, investment and other fiscal policies and ensure compliance.
- Oversee bookkeeping, financial reporting, audit or accounting reviews and tax preparation and ensure compliance with provincial or federal financial reporting requirements.
- Provide oversight and direction in ensuring financial management systems and procedures are in place.
- Encourage OBA's financial growth to maintain healthy cash flow, provide services to members and maintain adequate reserves.
- Supervise and evaluate all non-TTP staff and contractors on a day-to-day basis.
- Identify and secure sources of funding including grants, program funding and donations.

#### COMMUNICATIONS, PROMOTIONS AND PARTNERSHIPS:

- Work with the Honey Promotion Committee to promote Ontario honey and hive products through stakeholders and partnerships, media outreach, promotional opportunities and public communications via the website and social media.
- Secure funding for and supervise a Marketing/Communications specialist.

- Work with Communications Committee (and/or staff and contractors to plan and produce OBA communications vehicles, including the two OBA websites, the OBJ, the e-newsletter and social media.

#### MEMBERSHIP DEVELOPMENT AND PROGRAMS:

- Work with the Membership Committee to develop and implement an action plan to improve growth and retention of OBA membership including marketing and promotional materials, as well as the development of relevant programs and services and brand management.
- Oversee all member databases and ensure information is up-to-date, accurate and secure.
- Maintain and track membership statistics according to goals and targets and identify any strategic issues or opportunities.
- Coordinate special events and OBA meetings including programming, venues and logistics and marketing.

#### BOARD AND GOVERNANCE SUPPORT

- Provide primary staff support to the Board of Directors, including official board minutes and maintenance of board records.
- Work closely with the Secretary/Treasurer to ensure compliance with governance requirements, and provide staff support to standing board committees as assigned.
- Oversee organizational correspondence, ensuring appropriate board involvement and awareness.
- Coordinate timely communications between the OBA and the government bodies that oversee and regulate beekeepers, bees and honey issues.

#### QUALIFICATIONS:

- At least three years experience in management or supervisory experience preferably with an industry group, non-profit organization or member association.
- Awareness or interest in beekeeping and the beekeeping industry and/or experience or education in agriculture.
- Effective oral and written communications skills.
- Experience with financial management systems, Quickbooks and budget management.
- Solid administrative and computer skills.
- Experience with or willingness to work with a board of directors in a collaborative environment.

#### COMPENSATION/BENEFITS

This is a full-time contract position. The salary range for this position is \$50,000 - \$60,000 plus benefits. The position is located in Milton, Ontario.

#### TO APPLY:

Interested individuals should **email** their cover letter and resume no later than October 3, 2014 to [enews@ontariobee.com](mailto:enews@ontariobee.com). The start date is early to mid-December. Only applicants selected for an interview will be contacted. More information about OBA can be obtained from the website [ontariobee.com](http://ontariobee.com).