

General Manager – Beaumont & District Agricultural Society

Position Summary

The General Manager (GM) is the senior staff leader responsible for overseeing the daily operations, programs, facilities, and business functions of the Agricultural Society. The GM ensures the organization fulfills its mandate under the **Agricultural Societies Act of Alberta**, advances community engagement, and maintains strong financial and operational stewardship. This role supports and executes the strategic direction set by the Board of Directors.

Reporting

The General Manager will report to the Board of Directors Executive Leadership of the Society.

Key Responsibilities

1. Leadership & Organizational Management

- Provide day-to-day leadership to staff, contractors, and volunteers.
- Implement Board-approved policies, strategic plans, and annual operating plans.
- Foster a positive, safe, and inclusive organizational culture.
- Develop and maintain effective internal systems for communication, reporting, and workflow.

2. Board Relations & Governance Support

- Serve as the primary liaison between staff and the Board of Directors.
- Prepare operational reports, and recommendations on operational initiatives.
- Support governance processes including policy development, compliance tracking, and AGM preparation.
- Ensure alignment with bylaws, and funding agreements.

3. Financial & Administrative Management

- Assistance with budgeting, forecasting, and financial controls in collaboration with the Treasurer, where required or requested.
- Ensure compliance with grant requirements, insurance, contracts, and regulatory obligations.
- Support annual audit/review processes and maintain accurate records.

4. Facilities, Grounds & Asset Management

- Oversee maintenance, safety, and lifecycle planning for buildings, arenas, barns, equipment, and grounds.
- Coordinate contractors, inspections, and capital projects.
- Ensure compliance with OH&S, fire code, and municipal governance.

5. Program, Event & Rental Management

- Support planning and execution of agricultural, educational, recreational, and community events.
- Manage facility rentals, user groups, and partner organizations.
- Research new programs that support agriculture, rural life, and community engagement and present to the board.
- Ensure high-quality customer service and smooth event operations.

6. Community & Stakeholder Relations

- Foster strong relationships with municipal partners, sponsors, user groups, and community organizations.

- Aid in representing the Society at meetings, public events, and regional agricultural networks.
- Support volunteer recruitment, appreciation, and retention.
- Promote the Society's mission through effective communication and outreach.

7. Fund Development & Grant Management

- Identify and pursue grants pending business case preparation and board approval, sponsorships, and revenue opportunities.
- Prepare grant applications, budgets, and reporting.
- Support fundraising initiatives and donor relations.

8. Communications

- Respond to emails, phone calls, social media messages from members and the public.
- Support with social media and website content.
- Strong lines of communications with executive leadership, and directors when required.

Qualifications

- Post-secondary education and/or equivalent experience in business administration, sciences, or a related discipline.
- 2+ years experience in non-profit management, municipal administration, agriculture, recreation, or related fields.
- Strong leadership, communication, and relationship-building skills.
- Knowledge of non-profit governance, and board-staff dynamics.
- Experience with budgeting, financial management, and grant writing.
- Ability to work independently, exercise sound judgment, and collaborate effectively with board members and stakeholders.
- Ability to manage multiple projects, deadlines, and stakeholder groups.
- Familiarity with facility operations, event management, and OH&S standards.
- Proficiency with office software, meta, instagram, facebook, mailchimp, google meets, word press, scheduling systems, and digital communication tools, is an asset.
- Willingness to learn.

Personal Attributes

- Community-minded, collaborative, and adaptable.
- Strong problem-solver with practical judgment.
- Comfortable working in a dynamic, hands-on environment.
- Values transparency, accountability, and service to the community.
- Able to balance strategic thinking with operational execution.

Working Conditions

- Full-time position with evening/weekend work as required for events and meetings.
- Combination of office work, on-site facility oversight, and community engagement.
- 35 work hours per week.
- The successful candidate will receive a membership to the Ag Society for their first year.
- Hybrid position within the Beaumont Fairground and remote.
- Salary is commensurate based on experience and education.