



Manager, Leeds Grenville Small Business Centre
Contract position until March 31, 2022
Salary: \$62,000

The Leeds Grenville Small Business Centre is seeking applications for the Manager role which leads the administration and coordination of all aspects the Small Business Centre.

Background

The Leeds Grenville Small Business Centre (LGSBC) is one of 57 provincially funded Small Business Enterprise Centres (SBECs). The SBECs work with entrepreneurs and small business owners to help them start and grow their businesses. Small Business Enterprise Centres offer a range of services including:

- free consultations and reviews of business plans with qualified business consultants
- mentoring and networking opportunities
- guidance on licenses, permits, registration, regulations and other documents you need to start a business
- consultations through a lawyer or accountant referral service
- workshops and seminars

The Leeds Grenville Small Business Centre serves all of Grenville County and the South end of Leeds County, including:

- City of Brockville
- Town of Gananoque
- Township of Leeds and the Thousand Islands
- Township of Front of Yonge
- Township of Athens
- Township of Elizabethtown-Kitley (southern portion)
- Town of Prescott
- Township of Augusta
- Township of Edwardsburgh Cardinal
- Municipality of North Grenville

The City of Brockville administers the LGSBC transfer agreement with the Province. The Manager is responsible for the day-to-day operations of the Centre and ensuring that all of the obligations under the provincial agreement are met. The Manager reports to the Director of Economic & Development Services or designate at the City of Brockville.

Position Summary

The Manager, Leeds Grenville Small Business Centre (LGSBC) oversees the administration and coordination of all aspects of the day-to-day operation and ongoing program delivery including planning, organizing, staffing, leading, and controlling program activities of the Small Business Enterprise Centre.

Responsibilities

Program Management

- Oversee the operations and delivery of the Leeds Grenville Small Business Centre in accordance with the transfer payment agreement with the Ministry of Economic Development, Job Creation and Trade.
- Develop annual operational plans and budgets for the LGSBC ensuring that the Centre remains within budget and meets program targets set out in the Transfer Agreement.
- Identify additional financial and in-kind contributions from municipal partners and private organizations.
- Deliver all reporting obligations in the Transfer Agreement and works with City Finance department to complete all financial reporting requirements.
- Provide regular and ongoing updates to the City regarding activities and outcomes.
- Ensure that LGSBEC and all program activities operate within the terms of Transfer Agreement and policies and procedures of the City of Brockville.

Program Delivery

- Plan, promote and deliver the LGSBEC core services and programs:
 - Deliver professional advice and business planning support to potential or early-stage entrepreneurs and small businesses
 - Starter Company Plus – participant intake, training and skills development, mentorship and micro-financing
 - Summer Company – participant intake, training, mentoring and micro-financing
 - Other programs determined by funding partners.
- Seek additional entrepreneurship support programs in collaboration with funding partners that builds upon SBEC core initiatives.
- Identify and engage a wide range of volunteer mentors from across Leeds Grenville to support core operations and program activities.
- Coordinate the planning and implementation of seminars/workshops or various business topics in cooperation with other partners wherever possible.
- Research, acquire and maintain, materials and information for the use or purchase by clients and interested members of the public; and provide access to government sites and the internet for business research purposes.
- Build a robust network business and partners to promote the LGSBEC programs to facilitate client referrals, this should include municipal partners, BIAs, employment services agencies, banks, lawyers, accountants, Chambers of Commerce and Economic Development Offices.
- Continually seek to improve delivery of the programs through evaluations from participants and community advisors.

Managing Staff

- Supervise the staff of the LGSBC and provide coaching and mentoring to ensure the effective delivery of the Centre services and programs.
- Work with City of Brockville Human Resources to recruit, interview and select well-qualified staff.
- Ensure that all program staff receive a comprehensive orientation and on-boarding.

Required Competencies

- Establishing strategies to move the organization forward, setting achievable goals, implementing actions plans, and evaluating results.

- Developing a work schedule, monitor progress towards goals, and track details, data, information, and activities.
- Financial acumen with experience setting budgets and producing year end financial statements.
- Proven ability to managing a team and delivering results.
- Strong interpersonal skills and the ability to use appropriate communication styles and techniques to suit the situation and audience.
- Ability to work collaboratively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness and improve services.

Qualifications

- Post secondary education in business management or entrepreneurship or relevant business programs, such as marketing or finance.
- Minimum of 5 years' experience in an entrepreneurial field; experience in establishing and running a business is a definite asset.
- Intermediate level experience in Microsoft Outlook, Word, Excel, PowerPoint is important for success in this role.
- Strong interpersonal, writing, organization and communication skills.
- Demonstrated proficiency in presentation and public speaking.
- A valid G class driver's license and consistent access to a vehicle.

The personal information submitted is collected under the authority of The Municipal Act and is protected under the Municipal Freedom of Information and Protection of Privacy Act and will be used for employment assessment purposes only. The Leeds Grenville Small Business Centre is an equal opportunity employer following the rules and regulations set out by the Human Rights Code and the Integrated Accessibility Standard Regulation. For applicants with a disability, accommodations are available upon request in the recruitment process should you be selected to participate.

Interested and qualified candidates must submit a cover letter and resume marked "Manager, Leeds Grenville Small Business Centre" on/before 4:00 p.m. on Tuesday, March 16, 2021 to the following:

Human Resources Department
City of Brockville
P.O. Box 5000
1 King Street West
Brockville, Ontario K6V 7A5

email: hr@brockville.com

We wish to thank all applicants and advise that only those chosen for interviews will be contacted.