



## **JOB POSTING**

Bonaparte Sales Limited Partnership (BSLP) is about creating pride, loyalty, and empowerment within and outside of the Bonaparte community through responsible and successful business and operational practices.

**POSITION TITLE:** Chief Executive Officer “CEO”

**SUPERVISOR:** Board of Directors

**TERMS:** Part-Time

**REFERENCE #:** 2021-01

### **PURPOSE OF POSTION:**

The CEO will provide leadership to position BSLP at the forefront of the industry. Develop a strategic plan to advance BSLP’s mission and objectives and to promote revenue, profitability, and growth as an organization. Oversee operations to insure production efficiency, quality, service, and cost- effective management of resources.

The CEO will advance BSLP’s mission, objectives and promote economic advancement that will have positive ramifications for BSLP, which in turn lends to the financial success of the Bonaparte Community, on a whole. The CEO will have the exciting responsibility of building a fairly new organization, expanding services and values through stakeholders and be the connector for partners and government as well as a voice for BSLP economic development issues.

### **DUTIES AND RESPONSIBILITIES**

- Work closely with the board, manage operations and support staff
- Develop a strategic plan to advance BSLP’s mission and objectives to promote revenue, profitability, and growth as an organization as referrals are received from BIB.
- Oversee operations to insure production efficiency, quality, service, and cost-effective management of resources.
- Seek out, develop, and implement strategies that will generate resources and /or revenues for BSLP.
- Develop and maintain a deep understanding of local and regional markets and trends
- Identify acquisition and merger opportunities and develop implementation plans.
- Work in partnership with the BSLP board to develop and update operational procedures, policies, and standards.

- Review activity reports and financial statements to determine progress and status in attaining objectives & develop recommendations for revisions of objectives and plans in accordance with current conditions.
- Monitor and address concerns the performance of executives for compliance with established policies and objectives of BSLP and contributions in attaining objectives.
- Represent BSLP at legislative sessions, committee meetings, and at formal functions.
- Build a fundraising network using personal contracts, direct mail, special events, and foundation support.
- Responsible for the preparation of an annual business plan.
- Other duties as assigned.

### **QUALIFICATIONS KNOWLEDGE AND OTHER SKILLS**

- Experience in strategic planning and execution.
- Knowledge of contracting, negotiating, and change management.
- Skill in examining and re-engineering operations and procedures.
- Experience in formulating policy and developing and implementing new strategies and procedures.
- Ability to develop financial plans and manage resources.
- Ability to analyze and interpret financial data.
- Excellent verbal and written communication and people skills
- Strong presentation skills
- Ability to communicate and interact with officials at all levels of government and to work effectively with a wide range of constituencies in a diverse community.
- Ability to motivate teams and simultaneously manage several projects.
- Must have strong teamwork and cooperation, service orientation and problem solving skills.
- Combination of professional experience in a leadership role and the completion of a university degree in Business.

**HOURS OF WORK:** Part-Time: Approx. 80 hrs/month

Will require availability in evenings and possibly weekends

Salary: TBD based on skills and experience

Bonaparte Sales Limited Partnership thanks all applicants for their interest, however, only those selected for an interview will be contacted.

### **Submit Cover Letter, Resume, References**

**By Mail:** **Bonaparte Sales Limited Partnership**  
**Box 758**  
**2691 Sage Hill Road**  
**Cache Creek BC V0K1H1**

**Email:** [execasst@stuctews.ca](mailto:execasst@stuctews.ca)