

# General Manager Job Description

## GENERAL

MBFI is a centre of agricultural innovation engaging in science-based research to benefit valuable ecosystems, improve producer profitability and build social awareness around the beef and forage industry.

As a collaboration between Manitoba Agriculture, Manitoba Beef Producers (MBP), Ducks Unlimited Canada (DUC) and the Manitoba Forage and Grassland Association (MFGA), MBFI is committed to:

- Advancing the long-term profitability and sustainability of producers
- Enhancing the profitability of beef and forage production by evaluating foundational research to the ranch level, and transferring the knowledge gained to producers
- Cultivating partnerships between beef producers, governments, and private stakeholders interested in advancing the industry
- Fostering the growth and understanding of sustainable beef production

## POSITION SUMMARY

The General Manager (GM) is hired as the key on-site staff leader for MBFI. The GM is expected to be available at MBFI sites on a full time basis to lead all on-farm activities, direct and provide leadership to staff, manage financial and human resources, oversee implementation of research, demonstration and outreach activities, and represent MBFI to partners, stakeholders, visitors and the general public.

The GM is responsible for the implementation of the strategic goals and operations of MBFI as determined by MBFI's Board of Directors and as directed by the MBFI Management Committee. The GM provides leadership, direction and execution to MBFI staff and provides general management of the MBFI's operations.

## POSITION DUTIES AND RESPONSIBILITIES

Reporting to the MBFI Management Committee, and specifically the Management Committee Chair, the general activities for the MBFI General Manager are:

1. On a daily basis, provide leadership, direction and execution to MBFI and provides overall management of the MBFI's operations. This includes being accountable for the implementation of the strategic goals and operations of MBFI as determined by MBFI's Board of Directors.
2. Provide leadership, direction and supervision to all staff at MBFI, including both direct reports hired by MBFI as well as staff provided by partner organizations. Specific tasks include:
  - a. Recruit, select, train and orientate staff.
  - b. Plan and implement performance reviews, including discussing staff concerns and provide discipline when necessary.

- c. Provide appropriate oversight and safety training for all staff at MBFI
  - d. Discuss individual staff member's goals with them and help develop their work plans. Follow up with staff to ensure that they are following their work plans.
  - e. Motivate and encourage staff to be creative, work hard, take initiative and work as a team.
  - f. Delegate tasks to appropriate staff members.
3. Provide for effective and accountable management of MBFI's financial resources. Specific tasks include:
  - a. Help develop the budget each year with the Management Committee and Board.
  - b. Work with the finance officer and the auditors to ensure they have all the required information.
  - c. Be aware of the cash flow on a continuous basis and address any concerns.
  - d. Ensure that the detail of financial records is sufficient for reporting purposes; including in-kind records
  - e. Help the Board and Management Committee ensure that MBFI has a reliable and diverse source of income.
  - f. Ensure that MBFI meets all of its funding and reporting requirements.
  - g. Write and provide reports to meet the funding program requirements.
  - h. Apply for funding from different organisations and help, when necessary, with any fundraising activities
4. Ensure that the research and demonstration activities taking place at MBFI is completed at a high calibre and the results are transferred to those who can put it to good use. Specific tasks include:
  - a. Ensure that all research agreements are being upheld, are signed and meet the requirements of MBFI as well as its core partners.
  - b. Ensure that staff are working with project leads to meet their project objectives and are following their project protocol.
  - c. Ensure that the records kept at MBFI are sufficient for reporting, organisational purposes and research analysis.
  - d. Ensure that MBFI is participating in extension activities that will increase the reach and uptake of research results.
  - e. Assemble an Annual Report and an Annual technical Report from information provided by staff and project leads that can be shared with other interested parties.
5. Represent MBFI to the media, to Manitoba producers, and to both provincial and national stakeholder organizations. Build and maintain excellent relationships with all aspects of the beef industry, both within Manitoba and nationally. Specific tasks include:
  - a. Make connections between staff, board, steering committee, researchers and producers to ensure that MBFI continues to be very active in research and demonstration
  - b. Speak as the MBFI host at events on behalf of MBFI
  - c. Working with MBFI communications staff conduct media interviews
6. As an ex-officio member of, and key resource to the MBFI Management Committee, support the activities of the Management Committee and act as its secretariat.

7. Provide leadership and coordination to MBFI's Research Advisory Committee, Communications Committee and Animal Care Committee. Specific tasks include:
  - a. Ensuring that decisions made during the committee meetings are communicated to staff and other relevant individuals.
  - b. Prompt committees, when necessary, to consider upcoming events, decisions that need to be made, and inform them of any concerns that should be addressed by the committee
  
8. Continue professional education and skill building through events, courses, reading and continuing with a high level of connection to the industry.