

## General Manager

MyBFC is looking for a thoughtful, community-minded **General Manager** to help guide our organization across **two locations**. This is a **leadership role** designed with sustainability, creativity, and work-life balance at its core.

In addition to managing the Cranbrook store, this role focuses on **coordination, support, and empowering staff**—helping people and systems work well together. You'll be supported by Senior Leadership and trusted to lead with clarity, care, and boundaries.

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## About the Role

The General Manager provides operational leadership, supports a capable and creative team, oversees core systems, and acts as a connector between staff, spaces, and community. The role balances on-site presence with strategic oversight and some flexibility for hybrid work.

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## Who This Role Is For

You might be a great fit if you:

- Value purpose, stability, and sustainability over hustle
- Enjoy supporting people and systems so good work can happen
- Lead through trust, prioritization, and clear expectation management
- Excel in a future-focused, ever-changing environment
- Care about community, continuity, and long-term well-being

This role is ideal for someone who wants to contribute and grow over time as part of a long-term team. We're also open to candidates earlier in their leadership journey who show strong alignment and commitment.

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## Role Details

- **Hours:** full time, up to 40 hours per week (store hours are 11:00 a.m. – 5:00 p.m)
  - **Location:** Regular work at Cranbrook, with occasional travel to Kimberley
  - **Compensation:** \$40,000–\$60,000 annually (based on experience and involvement)
  - **Reports to:** MyBFC Senior Leadership
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## Key Responsibilities

### Leadership & Operations

- Provide consistent, visible support across both locations, based primarily in Cranbrook
- Ensure policies, procedures, and safety practices are followed, ensuring clarity of roles, expectations, and decision-making authority

- Identify operational challenges and address them at a systems level, while providing suggestions for improvement
- Transport inventory between locations (lifting up to 40–50 lbs required)

### **Supporting Creative, Capable Staff**

- Offer clear priorities, timelines, and context
- Help balance creative ambition with realistic capacity
- Remove barriers and support sustainable workflows
- Foster a positive, inclusive workplace culture
- Provide front-line and vacation coverage
- Be a thoughtful sounding board—without micromanaging

### **Strategy & Financial Oversight**

- Translate organizational goals into clear, achievable actions
- Help develop and oversee operational budgets
- Prepare clear, high-level operational summaries

### **Community Engagement, Marketing & Communications**

- Serve as a visible and approachable representative of MyBFC within the community
  - Coordinate and contribute to:
    - Social media planning and manageable content creation
    - Consistency and promotion of programs, events, and initiatives at both locations
  - Ensure communications are thoughtful, consistent, and sustainable
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### **What You Bring**

- 5+ years of leadership or management experience (community, nonprofit, or small organization experience is an asset)
  - Strong people, leadership and operational skills
  - Values consistency and enforces organizational policies
  - Comfort with budgets and oversight
  - Interest in marketing at a sustainable level
  - Ability to work across two locations - a personal vehicle is required
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### **A Typical Week (40 hours - approximate)**

- Operations: up to 30 hrs, over 5 days a week, based in Cranbrook
  - These hours are occasionally supported by additional part-time staff
- Leadership & staff support: 2 hrs
- Community, marketing & communications: 2 hrs
- Strategy & finances: 3 hrs
- Flex / seasonal needs: 3 hrs