



**Position: BUSINESS OPERATIONS MANAGER**

**Company: HALTON AGRICULTURAL SOCIETY**

**Job Summary:** The Halton Agricultural Society is currently seeking a dedicated full-time **Business Operations Manager** at the Milton Fairgrounds. This leadership role will oversee daily operations, planning and event management of the organization.

**Job Functions / Areas of Responsibility**

- Oversee daily office administration and financial management
- Develop and implement a comprehensive strategic plan that aligns with the organization's mission and values.
- Manage contracts and logistics for all Society business
- Manage a small team of employees and be a key liaison for Board Members and volunteers
- Coordinate and attend executive committee, Board of Directors, and ad hoc committees meetings, including scheduling, agendas, minutes, and related documentation
- Pursue funding opportunities through grant applications and other suitable programs
- Identify and pursue new business operations
- Assist committee chairs and office volunteers with event specific tasks
- Oversee compliance with permits, licenses and insurance requirements
- Building and maintaining effective relationships with municipal and regional departments, clientele, stakeholders and other community organizations
- Keep accurate and easily accessible records of Society articles, minutes, financial statements and flagship event document files
- Other duties as assigned by the Board of Directors

**Qualifications**

- Degree or Diploma (or other related disciplines combined with experience) from a recognized university or college in Business, Marketing, Event Management, or a related field
- Proven leadership, administrative and financial management experience, preferably in event management or a nonprofit organization
- Strong interpersonal, verbal and written communication skills
- Strong computer skills including knowledge of Quickbooks and Microsoft Office
- Agricultural industry knowledge an asset

**Compensation**

Starting salary \$65,000

We thank all applicants for their interest, however, only those candidates selected for an interview will be contacted.