



Job Posting

Business Manager - Regina Flying Club

Job Summary

The Business Manager is responsible for managing the business aspects and advancing the Regina Flying Club according to our approved Business Plan. You must be able to show initiative and able to manage responsibilities that include all aspects of the business related to revenues and profitability, marketing, finance and accounting, staffing, developing business relationships with the community, and inspiring a culture of customer service. You will provide support to the Board of Directors and the President.

The successful candidate must have a passion for customer service, business development and leadership, the skills to provide direction to employees, and to work in collaboration as part of a small management team. An interest or experience in aviation is considered an asset however is not necessary.

This position reports to the President, Regina Flying Club, and will be available August 1, 2017.

Business Manager- Job Duties and Responsibilities

- All aspects of business management, except for technical oversight of the Flight Training School and Light Charter Operations;
- Forecasts a financial plan and develops and manages a budget, and uses available resources to achieve these goals;
- Cultivates the organization's culture through strong focus on marketing and customer service;
- Accomplishes goals by exploring opportunities to add value;
- Ensures policies and procedures are current, relevant and support the Business Plan and adhere to applicable laws and regulations;
- Supervises and oversees employees and their performance.

Business Manager-Qualifications and Skills

- Preference given to those with a degree in Business or Commerce;
- Demonstrated marketing/sales skills;
- Demonstrated business acumen and management experience;
- Strong analytical/ problem solving and project management skills;
- Excellent verbal and written communication skills;

- Ability to encourage collaboration and resolve issues between staff, members, customers and business partners.

Salary and Hours of Work:

- Negotiable based on knowledge and experience;
- Negotiable as a permanent full time position (40 hours per week) or a permanent part-time position (30 hours per week);
- Requires willingness to be flexible on hours given the business operates 7 days a week

Company Profile:

The Regina Flying Club (RFC) is Canada's oldest continuously operating Flight Training School established in 1927. The RFC is incorporated as a Not-for-Profit member organization with 230 members. We are the only Flight Training School in Regina and the largest in southern Saskatchewan.

Under the direction of the President and Board of Directors, the RFC is striving to be a center of general aviation at the Regina Airport, and southern Saskatchewan. Visit: www.reginaflyingclub.ca

Please provide covering letter and resume by June 30, 2017 to:

Doug McNair
President
Regina Flying Club
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