



JOB POSTING

Position title: **Business Manager**
Reports to: Executive Director
Location: Kemptville, Ontario
Salary range: \$85,000-100,000
Start date: Spring, 2026

Position Overview

Kemptville Campus Education and Community Centre is seeking a strategic, experienced, hands-on Business Manager to help lead the continued growth and sustainability of a multi-use community hub serving the community of North Grenville and surrounding area.

Reporting to the Executive Director, the Business Manager will oversee financial operations, contracts, and leasing, including managing a small team and playing a central role in long-term organizational strategy. Kemptville Campus has an annual budget of several million dollars.

This is an opportunity to strengthen systems, improve financial clarity, support revenue growth, and help steward a unique regional asset.

About Kemptville Campus

Kemptville Campus is located on a beautiful 600-acre parcel of land in Kemptville, Ontario. It consists of 15 main buildings, as well as forests and wetlands, agricultural fields, a green house, community garden, maple sugar bush, walking trails and sports fields.

For over 100 years, this was the site for agricultural education and research in Eastern Ontario. Now the campus is owned by the Municipality of North Grenville and managed by an arms-length not-for-profit organization, *Kemptville Campus Education and Community Centre*, which sub-leases the lands and buildings to dozens of nonprofits, schools, daycares, businesses, and government agencies. It also operates as a rental venue, which hosts hundreds of recreational, community, and special events annually.

Key Responsibilities

- Lead budgeting, financial reporting, and accounting oversight
- Prepare and manage leases, contracts, insurance, procurement

- Assist in the development of tenders and requests for proposals
- Strengthen financial processes and digital systems
- Manage staff members responsible for revenues
- Collaborate closely with the Executive Director and Facilities Manager
- Contribute to strategic planning and implementation of initiatives

What You Bring

- 7+ years overseeing financial operations in a complex environment
- 5+ years leading and supporting staff
- Excellent knowledge of relevant areas of financial responsibility
- Demonstrated ability to improve systems and processes
- Strong judgment, accountability, and communication skills
- Adaptability, positivity and open-mindedness
- Responsive, engaged and fair leadership skills
- Absolute integrity
- Bilingualism is an asset

Working Conditions

This is a full-time position based in Kemptville, Ontario. Work takes place primarily in our offices on campus, with some flexibility for remote work.

Kemptville Campus welcomes applications from racialized persons/persons of colour, Indigenous People from North America and around the world, persons with disabilities, 2SLGBTQIA+ individuals, and those who bring diverse perspectives and experiences.

Compensation

\$85,000 - \$100,000 annually (commensurate with experience)

+ Benefits and enrolment in pension plan

Start Date: Spring 2026

To Apply

Qualified applicants are invited to submit a cover letter and CV detailing their qualifications and interest in the position. Although we appreciate all responses, only those selected for an interview will be contacted.

Applications should be sent to: ahillis@kemptvillecampus.ca

Application deadline: **April 6, 2026**