

**CANADIAN NATIONAL EXHIBITION ASSOCIATION**  
**2 YEAR CONTRACT OPPORTUNITY**

The **Canadian National Exhibition (CNE)** or **The Ex** as it is also known is Canada's largest annual community event. Taking place over the 18 days leading up to and including Labour Day, the CNE offers a wide variety of entertainment and events, midway rides and games, a working farm, parades and sports, international food and shopping, Kids' World, and a three-day air show. Over the course of its late summer run, the CNE attracts approximately 1.3 million people each year.

**POSITION:** Corporate Secretary & Government Relations Manager

**LOCATION:** Press Building, CNE

**SALARY GRADE:** \$80,000 - \$95,000/ANNUM

---

Reporting to the General Manager/CNEA this position will be exclusively working for the CNEA and will manage the governance of the CNEA and manage and oversee CNEA government relations.

**MAJOR RESPONSIBILITIES:**

- Fulfill the functions of the Corporate Secretary to the CNEA Board of Directors
- Manage and oversee Corporate Secretarial services for the CNEA Board of Directors, its President and committees
- Ensure the CNEA complies with the CNEA Act, the Agriculture and Horticulture Organization's Act, and its own By-laws
- Until the CNEA is independent form the Board of Governors of Exhibition Place (the "Board of Governors") and the City of Toronto ("the City"), cooperate with the Corporate Secretary for the Board of Governors in order for the Board of Governors to ensure compliance with its by-laws and its agreements with the City
- Liaise with staff of the Board of Governors and coordinate with the Corporate Secretary of the Board of Governors on all matters affecting the CNEA's ongoing operating agreement with the Board of Governors/City
- Cultivate strategic working relationships with the CNEA Board of Directors, staff, partners and all levels of government
- Provide advice to the CNEA President and members of the CNEA Board of Directors on the interpretation of the respective by-laws and policies governing the proceedings of the Board of Directors, President, Committees, and members
- Ensure that the reports and actions taken by the CNEA Board are accessible to the public
- Review all legal and regulatory developments affecting the CNEA's operations and ensure the CNEA GM and President are properly informed of same
- Formulate, implement and/or track legislative and other policy initiatives as they relate to the CNEA
- Manage and oversee appropriate support for the activities of the CNEA President
- Develop and manage an effective government relations program
- In consultation with the GM/CNEA, develop strategic initiatives and identify funds and maximize grant opportunities from all levels of government
- Manage and oversee grant application research and procedure and ensure funded programs meet grantor expectations
- Represent the interest of the CNEA and its members before municipal, provincial and federal governments
- Monitor legislative and other public hearings of interest and attend as directed
- Perform other duties as assigned

**KEY QUALIFICATIONS:**

1. Post-secondary education in a discipline pertinent to the job function or equivalent combination of education and experience.
2. Several years' experience in not-for-profit administration or volunteer board administration or equivalent.
3. Several years' experience of grant development with proven success in receiving significant funding through grant applications.
4. Experience managing staff including hiring, training, discipline and performance development.
5. Experience using a variety of software packages including word processing, spreadsheets and electronic mail.
6. Ability to establish positive working relationships with funding institutions, board members and all levels of staff
7. Excellent skills in the area of verbal and written communications
8. Excellent organizational skills including the ability to prioritize and meet strict deadlines.
9. Flexibility to work evenings, weekends and/or holidays as required.

**NOTE:**

- Applicants are required to demonstrate in their applications/resumes that their qualifications for the position match those specified in the job posting.
- The assessment may include an interview, written and/or practical test.
- This 2 year contract position is for employment exclusively with the Canadian National Exhibition Association (“CNEA”) and the Corporate Secretary & Government Relations Manager will not be an employee of the Board of Governors of Exhibition Place or the City of Toronto.

**APPLICATION PROCEDURE:**

Interested candidates should forward their application/resume and cover letter to Preeka Woods, Human Resources, 200 Princes' Blvd., Queen Elizabeth Building, Toronto, Ontario, M6K 3C3 or by fax to 416-263-3690 or by e-mail to [pwoods@explace.on.ca](mailto:pwoods@explace.on.ca) on or before the closing date stated below.

We thank all applicants, however, only those who meet the minimum qualifications will be considered for review.

**CLOSING DATE: November 4, 2011**