



JOB POSTING: Senior Manager – Advance Payments Program and Member Operations

Manitoba Crop Alliance (MCA) is seeking a **full-time, permanent Senior Manager – Advance Payments Program and Member Operations** to join our dynamic team and spearhead the strategic leadership and management of the Advance Payments Program (APP) and MCA's membership levy administration functions.

The Senior Manager provides leadership to program staff, ensures compliance with legislative and organizational requirements, oversees key operational processes and financial activities, and identifies opportunities to improve efficiency, service delivery and organizational effectiveness. Working closely with the COO, the Senior Manager supports the achievement of MCA's strategic objectives through strong operational leadership, collaboration and continuous improvement.

Duties and Responsibilities:

- Manage the Advance Payments Program (APP) according to the Advance Guarantee Agreement(s), Agriculture and Agri-Food Canada (AAFC) Policy Bulletins and *The Agricultural Marketing Programs Act*.
- Maintain a strong working relationship with MCA's AAFC Program Officer and other APP stakeholders regarding administrator applications, policy and program changes, compliance requirements and other APP business activities.
- Develop and maintain an annual work plan and strategic priorities for MCA's APP operations, leading initiatives that support exceptional program delivery, modernization, operational efficiency and improved client service.
- Oversee APP advertising and promotion in collaboration with the MCA communications team.
- Provide leadership and oversight of MCA's membership levy administration program, ensuring the accurate, timely and compliant collection, reconciliation, recording and reporting of producer levy remittances in accordance with organizational policies and audit requirements.
- Develop, implement and maintain policies, procedures and internal controls that support efficient, accurate and consistent administration of the membership and levy program.
- Provide leadership, coaching and direction to APP and membership and levy administration staff, fostering a collaborative and service-oriented team environment.
- Other duties as assigned by the COO.

Qualifications, Experience, and Knowledge Requirements:

- Post-secondary education in finance, accounting, business administration or a related field, or an equivalent combination of education and relevant experience.
- Minimum five years of progressive experience in financial management, banking, lending, cash management, accounting or a related financial operations environment.



- Minimum five years of demonstrated leadership experience, with a proven ability to lead, coach and develop employees and build a collaborative, accountable team.
- Strong understanding of Canadian agriculture, agricultural finance and farm operations, or demonstrated ability to quickly develop knowledge within the sector.
- Strong financial, analytical and organizational skills.
- Excellent communication, interpersonal and relationship-building skills.
- Proficiency in Microsoft Office, particularly Excel, and ability to learn financial, database and program administration systems; experience with Sage accounting software is considered an asset.

Working Conditions of the Position:

- The successful candidate:
 - must be able to travel within Manitoba and Canada.
 - must possess a valid Manitoba Driver's license and access to a vehicle.
- Work primarily in the Carman office during the first six months, with flexibility for a balance of in-office and remote work thereafter.
- Salary will be competitive, based on education and experience.

Why Manitoba Crop Alliance?

Join a team that is making a difference for its 7,700 farmer members every day.

At MCA, you'll work alongside passionate colleagues, directors, delegates and industry partners as you manage the APP and membership levy administration program, strengthening the future of agriculture in our province. MCA embraces a learning mindset by investing in a wide range of professional development opportunities for staff, directors and delegates. This reflects our commitment to ensuring MCA remains a forward-thinking organization that empowers its people and its members.

At MCA, you'll have the opportunity to:

- Make a meaningful impact on Manitoba agriculture.
- Build relationships with farmers and stakeholder partners.
- Spearhead the APP, which provides crucial financial flexibility to Manitoba farmers each year through low-interest and interest-free cash advances.
- Grow your skills in financial management, business administration and organizational leadership.
- Be part of a collaborative team committed to serving MCA's farmer members.

For more information, visit mbcropalliance.ca.

How to Apply:

Please forward your resume and a letter of interest by email to darcelle@mbcropalliance.ca.
The application deadline is **4:30 p.m. CDT on Sept. 25, 2026**.

We thank all applicants for their interest. Only those selected for an interview will be contacted.