

POSITION POSTING – EXECUTIVE DIRECTOR

About Us

Established in 1991, the West End Business Improvement Zone (BIZ) is the second oldest of the Winnipeg's 16 business improvement zones. It is also geographically the largest with approximately 1,100 businesses and organizations and a span of 220 blocks. The zone is located directly adjacent to the Downtown and includes the University of Winnipeg and Central Park areas. The BIZ is a non-profit organization with an elected board of directors comprised of business owners within the BIZ catchment area, and two representatives from the City. The BIZ, with a year round staff of 12 and a seasonal staff of 10 operates with current budget of 1.3M to develop and implement programming and initiatives in the areas of street enhancement, safety, marketing and promotion, business support and economic development. These work to fulfill the BIZ mandate to create a vibrant urban neighborhood to work, shop, live, visit and enjoy.

The West End BIZ is a well-respected organization, and a community leader with a high profile and strong voice in advocating for urban revitalization and support. The BIZ works closely with the City of Winnipeg, all levels of government and downtown area partners and stakeholders.

The Position

The West End Business Improvement Zone (BIZ) is seeking an experienced professional to serve as its next Executive Director. As a visionary leader, skilled relationship builder and an strong financial manager, the Executive Director cultivates and develops member, stakeholder and partnership relationships and leads a dedicated talented staff in the planning, development and implementation of creative programs, projects and initiatives to further the BIZ mandate.

The Executive Director is the public face of the organization and a passionate advocate for the best interests of the West End BIZ area.

What We Are Looking For

- ✓ Minimum five years in a senior management role or leading a high profile organization
- ✓ Strong staff management experience, with knowledge and skills in human resources and organizational structures.
- ✓ Demonstrated ability to develop and lead strategic initiatives
- ✓ Excellent public speaking abilities, media relations skills and written and verbal communication skills
- ✓ Solid networking skills and ability to seek out, establish and maintain partnerships
- ✓ Ability to identify and secure sponsorship opportunities
- ✓ Strong knowledge and understanding of finance and demonstrated ability to oversee and manage multiple budgets and funding sources
- ✓ Demonstrated ability to connect and work with all levels of government, in particular the various departments of the City of Winnipeg.
- ✓ Knowledge of non-profit organization management an asset
- ✓ Post-secondary education in Business, Management, Economic Development, Community Development, Urban Planning or related fields.

QUALIFIED CANDIDATES are invited to submit their cover letter and resume including salary expectations no later than **April 30, 2019** to Executivesearch@westendbiz.ca

All applications and enquires will be held in the strictest confidence.



EXECUTIVE DIRECTOR

Position Overview and Description

The Executive Director is the organization's senior professional, responsible to the Management Board. The Executive Director has the primary responsibility for the creation and implementation of successful and cost effective programs, projects and initiatives to further the BIZ mandate and direction. With professional knowledge and full-time attention, the Executive Director is authorized by the board to represent, manage and conduct the business and operations of the BIZ.

Responsibilities:

1. Develops, coordinates and implements all BIZ programs, projects and initiatives including the strategic planning, budget development, organization, scheduling, and monitoring of activities;
2. Manages and oversees the daily operations/activities of the BIZ office including: financial administration of the approved budget, recruitment and management of all staff, overseeing office requirements, and the development and maintenance of necessary office systems and administrative procedures.
3. Accountable to ensure the proper financial resources are in place and accounted for in accordance with Generally Accepted Accounting Principles and all applicable legislation. Ensures the annual audit is completed.
4. Ensures proper governance policies and procedures are in place and the organization is operating in compliance with its by-laws and applicable legislation on all matters including required annual submissions to the City of Winnipeg.
5. Arranges and attends all Board meetings, the Annual General Meeting and all meetings of the various Program Committees. Ensures that appropriate minutes and recording of motions are kept in all board meetings.
6. Maintains strong positive relations and communications with the Management Board and Committees, including being a resource for the board. Responsible for keeping the board informed, especially on non-routine matters and making recommendations to the Board on policies and programs
7. Develops the annual budget for the BIZ operations and presents to the board.

8. Coordinates the annual general meeting including a presentation to members of the yearly program plan and budget, a re-cap of the previous year's programs and events, and the holding of elections for Board positions.
9. Actively identify and obtain alternative and / or additional sources of revenues to supplement the BIZ levy for the support of BIZ programming.
10. Establishes and maintains an effective liaisons and partnerships with key individuals, organizations, government agencies, government departments or special interest groups in order to promote and lobby on behalf of the interests of the BIZ.
11. Build strong relationships with member businesses and acts as a central contact point for BIZ businesses. Responds to questions, concerns, suggestions and complaints from member businesses on a timely basis. Maintain an awareness of business and political conditions within the BIZ zone and their potential impact on members.
12. Seek opportunities to recruit and welcome new businesses to the zone.
13. Plans, coordinates, and facilitates the process of effective formal representations to City Council and its Standing Committees and other external organizations on matters concerning the West End BIZ.
14. Serves as the public face of the BIZ and the primary spokesperson to the membership, media, all levels of government and all organizations on matters of BIZ programs, initiatives, projects and policy.
15. Represent the best interest of and seek opportunities to actively promote the; West End BIZ area, BIZ programming and BIZ member businesses
16. Promote and develop participation and leadership within the Management Board, and Committees seeking appropriate and diverse skillsets of members to best achieve the goals of the organization.
17. Perform other related duties and responsibilities as may be assigned by the Management Board.