



## **West Broadway BIZ - Executive Director**

### **About the West Broadway Business Improvement Zone (BIZ)**

The West Broadway BIZ is responsible for promoting business in the West Broadway neighbourhood. Under the supervision of the Board of Directors, which is elected by local business, the BIZ works on various programs and with other community groups to encourage the development of new business and promote existing businesses in the area.

### **The Executive Director Position**

The Executive Director (ED) is responsible for providing hands on leadership and direction to the BIZ. The ED will work effectively with the BIZ board to organize and facilitate programming with the board and its various sub-committees to initiate, implement and maintain identified projects. With professional and personal qualities, the ED helps to provide perspective, continuity, and direction for the BIZ.

### **POSITION REQUIREMENTS**

- Familiarity with the West Broadway Neighbourhood
- Possess effective communication skills, both oral and written
- General office/computer experience, including familiarity with Microsoft Office (including Word, Excel and PowerPoint)
- Experience with Sage or equivalent accounting software an asset
- Familiarity or experience with advertising tools and platforms, such as MailChimp, Wordpress, photo editing programs, social media platforms, basic graphic design an asset
- Advertising sales experience
- Knowledge of equipment maintenance (office equipment, summer maintenance equipment, etc.)
- Experience with electronic and hard copy filing
- Possess a good understanding of financial statements and balance sheets
- Flexible to accommodate a changing work environment

## **POSITION RESPONSIBILITIES**

### **Work to Strengthen the BIZ**

Ensure the overall well-being of the BIZ area. Create a sense of awareness within the BIZ by networking with BIZ members, publishing a monthly e-newsletter and posting on social media platforms. Serve as the primary media spokesperson on BIZ programs, in the absence of the Chair, or on the direction of the Chair.

### **Work Directly with Staff, the Board of Directors and its Sub-Committees**

Prepare meeting documents and attend meetings of the Board of Directors and its subcommittees, and coordinate approved programs of the BIZ. Form proposals in consultation with the Board of Directors and report progress and invoice as needed, control costs and authorize spending as budgeted. Manage and supervise seasonal staff.

### **Manage the Daily Operation of the Board**

Maintain daily accounting records in conjunction with the Board of Directors, assist with the preparation of the financial statements, and ensure compliance with the BIZ by-laws. Act as an intermediary between the City, community groups, other BIZs as well as maintain relationships with various levels of government. Coordinate contracts entered into with third party individuals providing services to the BIZ. Organize the BIZ Annual General Meeting. Prepare the year-end report for the City of Winnipeg, and other sources of funding as required

### **Estimated Time Commitment**

The ED position is a .75 position, with hours fluctuating depending on the season.

Qualified candidates are invited to submit their cover letter and resume including salary expectations no later than May 31, 2019 to [hire@westbroadwaybiz.com](mailto:hire@westbroadwaybiz.com)