

The UpTown Waterloo Business Improvement Area (BIA) is currently recruiting for an Executive Director to lead the organization, build relationships, develop strategy and execute on new and ongoing initiatives. The Executive Director reports directly to the Board of Directors and leads the day-to-day operations of the organization. This is an exciting role for someone looking to be a leader in an independent not-for-profit organization that plays an instrumental role in the success of our local business as well as the beauty and culture of the UpTown Waterloo core.

Executive Director Responsibilities:

Strategy & Execution

- Plan strategies and develop programs for the welfare of UpTown Waterloo community
- Create a 5 year plan that includes detailed metrics
- Make recommendations to reduce costs as well as improve results
- Share a vision and new ideas with the board
- Assist in the development of the BIA's marketing plan
- Oversee the planning, implementation and evaluation of the organization's programs and services
- Ensure that the programs and services offered by the BIA and affiliated programs contribute to the organizations mission and reflect the priorities of the Board
- Plan and execute on BIA related events
- Organize recommend and oversee the Beautification projects

Relationships and Networking

- Establish strong relationships with community groups, politicians, city officials and other organizations to help achieve the goals of the organization
- Establish strong relationships with the local media and negotiate competitive rates
- Act as the spokesperson for the organization and answer inquiries from the Board, media, public and membership
- Build strong relationships with the members listen to their concerns, suggestions, needs and wants
- Frequent communication with the members on an ongoing basis
- Build relationships with corporations in the KW area to help drive awareness and traffic to the Uptown core
- Represent the BIA at community activities to enhance the organizations community profile

Leadership and Administration

- Manage the BIA office, including staffing, finances, and day to day administration
- Recruit, interview and daily management 3-4 staff
- Work with the treasurer to administer the funds of the organization according to the approved budget and monitor monthly cash flow of the organization
- Train and develop staff
- Implement, evaluate and revise policies and procedures

Board Responsibilities

- Attend and participate in Board of Director meetings
- Provide Support to board by preparing meeting agenda and supporting materials
- Provide a monthly report to the boards pertaining to the office as well as any UpTown Waterloo related news
- Provide the Board with comprehensive reports on the revenues and expenditures of the organization
- Work with the Board to develop a vision and strategic plan to guide the organization

Executive Director Qualifications:

- You must have a college diploma or university degree
- 5 plus years' experience in a leadership role is required
- Experience managing a budget
- Previous experience in Marketing, Sales, Entrepreneurship, Not-For-Profit or Human Resource experience is desired
- Knowledge and familiarity with UpTown Waterloo is required
- Must be highly organized
- Must have the desire and ability to build strong relationships

This is an opportunity to play a key role in your community, if the position is of interest to you and you feel you are qualified please Contact Peter Lister at Elby Professional Recruitment at peter.lister@elby.ca or 519.279.1853 for further information.