

Strathcona Business Improvement Association **EXECUTIVE DIRECTOR**

About Us

The Strathcona Business Improvement Association (SBIA) is a not-for-profit society that plays an important role in business development, marketing, safety, and street enhancement in Strathcona through innovative program BIAs, sustainability, advocacy, and strong partnerships. The SBIA views its role through a sustainable community economic development lens, aiming to innovate, explore, and expand on the work of a BIA, and improve the community not just for businesses, but for all.

The SBIA represents over 850 business and commercial property owners in Vancouver's Downtown Eastside- the BIA designated area is roughly bound by Gore Avenue, Clark Drive, Railway Street, and Venables Street. The SBIA is a unique BIA in that 70% of its members are industrial.

Our vision is for Strathcona members to thrive in a mixed-use, inclusive, resilient and prosperous local economy. It is our mission to promote a strong local economy through advocacy, cultivating relationships, supporting business participation in the community, delivering innovative programs and fostering community leaders.

Learn more about our mission, vision, and groundbreaking programming at strathconabia.com

About the Executive Director Role

The Executive Director provides leadership, direction, and works with the Board of Directors to achieve our mission, objectives, and strategic plan. As Executive Director, you will be on the phone, on your feet, and on your game to advance our strategic plan and vision.

Reporting to the Board, you will act as a liaison between members, the board, staff, volunteers, government and other community partners. The Executive Director is responsible for overseeing the delivery and implementation of all programs and services, including budgets, daily operations, as well as community and public relations.

About You

You are driven, forward-thinking, dedicated to developing and advancing an innovative suite of programs and advocacy, and perhaps most importantly, a jack-of-all-trades that thrives as a leader in a busy and challenging but rewarding environment. You know how to run a good meeting, write a grant application, give a great media interview, find and foster local talent and leaders, and form relationships with people from all walks of life. You have a passion for sustainable community economic development, a knack for meaningful networking, and you have your finger on the pulse of Vancouver.

You'll be a great fit for this role if you:

- are highly organized, efficient, resourceful, tactful, and dependable, and have a positive attitude
- can work independently and collaboratively, have experience managing a small team of staff, and are comfortable giving them opportunity to innovate and create

- have experience working with and developing a volunteer Board of Directors and committees, and working for or leading not-for-profits
- have experience in Strathcona and the Downtown Eastside - or similar communities - and have a strong interest in community development, socioeconomic issues, and advocacy in a diverse neighbourhood
- understand that change can be made in a variety of different ways, and can take time and perseverance
- can facilitate community consultation and positively interact with diverse members of the public, businesses, property owners, social service providers, government staff, and elected officials
- have a strong interest in community and socioeconomic matters, including community economic development and advocacy, in Strathcona and the Downtown Eastside, or similar communities
- understand small business issues and trends
- are motivated to put in the time to build and strengthen networks, including outside of regular business hours

Key Qualifications & Skills

The right person for this role will embody the dynamic, creative leadership qualities we're looking for, and may also have these qualifications and skills:

- at least 3-5 years' experience working in the not-for-profit sector in an executive or senior role
- understanding of basic accounting principles and are generally great with numbers
- excellent project management, event organizing, and marketing skills
- university degree in business administration, communications, marketing, community planning, economic development or related field and/or equivalent experience in these fields
- conversant with the duties and requirements of operating an office, as well as the necessary Personnel and Human Resources requirements for a small support staff
- have knowledge of civic and provincial government structure and operations
- proficient in Word and Excel and knowledge of general I.T. issues

Compensation

This is a full time, permanent position with a base salary of \$68,000 to \$78,000 (commensurate with experience) plus benefits.

How to Apply:

Please email your resume and cover letter to info@strathconabia.com with subject heading "Executive Director" and filename "lastname firstname." We are grateful to all applicants for their interest; however, we will only be contacting those candidates who have been selected for an interview. No phone calls please.