



SBIA Executive Director Position & Organization Profile

About the Strathcona Business Improvement Association

The Strathcona Business Improvement Association operates on the unceded territories of the xwməθkwəy̓ əm (Musqueam), skwxwú7mesh (Squamish) and səílwətaʔt (Tsleil-Waututh) Nations. Their cultures and economies have shaped the district since time immemorial and remain integral to the community today.

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 Vancouver's historic Strathcona district through innovative programs, sustainability, advocacy, and strong partnerships. We view our work through a community economic development lens, aiming to innovate, explore, and expand beyond the work of a BIA, to support businesses to thrive in our commercial district, and improve the community for all.

The SBIA represents over 840 business and commercial property owners in Vancouver's Downtown Eastside and Strathcona neighbourhoods. Spanning 44 city square blocks, the SBIA designated area is roughly bound by Gore Avenue, Clark Drive, Railway Street, and Venables Street. The SBIA is a unique BIA in that over 60% of our 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.

Strathcona is a place for everyone who does things differently. It's a place that celebrates humanity, expanded worldviews, and challenging preconceived notions. We encourage the people and places that make up our community to maintain their distinct character, while understanding and appreciating what makes each other unique. We believe that everyone has a place in Strathcona, especially those who are unafraid to go against the norm. We embrace and advocate for all who establish their lives, identities and livelihoods here.

Learn more about our mission, vision, and programming at <https://strathconabia.com/>

The Opportunity

The Strathcona Business Association is seeking a new Executive Director to lead the organization into a new vision and period of recovery, resilience, and renewal.

The Executive Director will provide leadership and direction toward the achievement of the society's mission and objectives. Acting as a liaison among members, the board of directors, staff, government, and other community partners, the Executive Director is responsible for overseeing the delivery and implementation of all programs and services, annual budget development, oversight of daily operations, BIA renewal strategy, and takes the lead in member-serving advocacy, community, and government relations.

The Executive Director's activities include supporting the continuous improvement of Strathcona's commercial district as a safe and thriving place to work, live, shop, and access entertainment for business owners, property owners, and the public at large.

The Executive Director is accountable for the execution of the SBIA's strategic plan, achievement of member-serving objectives, and annual reporting on progress to the board and membership at the AGM. To be effective in this role, the Executive Director must combine significant expertise and experience in not-for-profit organization management with strong business acumen.

With the short-term effects of the COVID-19 pandemic still in effect, and the long-term effects on the horizon, there is much work to be done. This is an outstanding opportunity for a progressive civic leader to make a true impact. Building from a strong foundation, with an engaged and committed staff, the SBIA is looking for its next Executive Director to lead through these challenges and opportunities.

Structure

- The Executive Director reports directly to the SBIA's Board of Directors. The Board of Directors meets monthly.
- An Executive Committee is made up of at-large board members who serve as the officers of the board. The Executive Director is a non-voting member of the Executive. The Executive meeting meets monthly ahead of the board meeting.
- The Manager of Member Services and Operations and Manager of Communications and Sustainability report directly to the Executive Director.
- A five+ contract safety patrol team reports directly to the Manager of Member Services and Operations.
- A contract social media content specialist reports directly to the Manager of Communications and Sustainability.

Responsibilities of the Role

Leadership & Strategy

As the Strathcona BIA's Executive Director, you will be expected to lead the development of multi-year strategic plans for the Board's approval based on the needs of the members and the educated projections of the future business and financial requirements of the Association. The organization is currently in Year 3 of a 5 Year Strategic Plan, and Year 5 of a 7 Year Renewal Period with the City of Vancouver. You are responsible for leading the development and ensuring the effective implementation of the strategic plan within the restraints of the approved budget under a fixed 7-year funding cap. You will oversee the development of policies and programs that meet the interests of members and the public at large. You will be continually challenged to develop and modify programs which address the issues and concerns of a diverse business and property owner membership.

In addition, you will:

- Implement short-term and long-term objectives and monitor and report out on progress to the board of directors and membership
- Advise, support, and solicit direction from the Board through regular communications and meetings
- Plan, execute, and provide support to the board for the annual general meeting
- Foster effective teamwork and build and maintain strong relationships between the board of directors, Executive Director, and managers
- Advocate and influence public policy decisions for the improvement of Strathcona's commercial district and membership at large
- Oversee planning, development, implementation and evaluation of the SBIA's programs, services and events

Advocacy & Relationship Management

As the Executive Director, you will be the principal spokesperson for the Association to the media, stakeholders, government partners, and on behalf of members on all matters relative to the ongoing activities and programs of the SBIA. You will work closely with and take policy direction from the Board of Directors and you will be effective at representing the interests of the SBIA and its members, with credibility, knowledge and influence.

In addition, you will:

- Develop a member engagement strategy and CRM system
- Maintain, build, and manage effective and productive member relationships
- Network with other business associations to acquire information and ideas and to establish contacts as well as attend relevant meetings to increase knowledge and advance SBIA interests
- Maintain good working relationships with community groups, residents' association and other organizations to help achieve the objectives of the SBIA.
- Maintain constructive working relationships with the Mayor and Council, senior officials of the City of Vancouver, VPD, MLAs who represent the SBIA area, appropriate MPs and with other common interest groups within and outside the community

- Maintain productive and positive relationships with the membership both independently and through their representative committees of the Board, as well as with like-minded business, community, and non-profit groups
- Act as principal spokesperson of the Association to the media, elected and senior officials, and other interested parties

Governance & Operations

As Executive Director you will provide direction and coaching to your managers as part of your operational oversight including personnel decisions, tactical implementation of policies, programs and project initiatives, and contractual commitments within the approved budget constraints. Other responsibilities include:

- Identify, evaluate, and mitigate internal and external risks to the SBIA
- Work with board and working groups to prepare annual operating budget and long-term renewal budgets
- Manage budget in consultation with the board of directors
- Run regular board meetings and ensure all directors are supported with relevant and timely materials so that they may execute their governance duties
- Approve expenditures within the authority delegated by the board of directors
- Steward cash flow of the Association while responsible for the overall financial management of the SBIA
- Manage and coach SBIA staff to improve performance and ensure objectives are met in a timely manner
- Ensure a positive, healthy and safe work environment
- Ensure SBIA compliance of accepted business practices, contracts, government regulations, employment standards and bylaws
- Additional related duties as mutually agreed upon by the SBIA board and the Executive Director from time to time

About You

You are driven, forward-thinking, and dedicated to developing and advancing an innovative suite of programs and advocacy. You thrive as a leader in a busy and challenging but rewarding environment. You understand how businesses work, know how to run a good meeting, give a great media interview, and form relationships with people from all walks of life. You have a passion for sustainable community economic development, a knack for building bridges across people and communities that don't always see eye to eye, and you have your finger on the pulse of Vancouver.

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

- Are creative, solutions-oriented and committed to supporting business in Vancouver
- 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 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
- Are highly organized, efficient, resourceful, tactful, and dependable, and have a positive attitude
- Communicate effectively in how you speak, listen and write in a clear, thorough, timely manner using appropriate and effective communication tools and techniques
- 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
- Understand small business issues and trends
- Are motivated to put in the time to build and strengthen networks, including outside of regular business hours
- Understand the importance of relationship management including establishing and maintaining positive working relationships with others, both internally and externally, to achieve goals
- Know how to lead in a membership setting where you anticipate, understand, and respond to the needs of members to meet or exceed their expectations within the organizational parameters
- Can adapt and demonstrate willingness to be flexible, versatile, and/or tolerant in a changing work environment while maintaining effectiveness and efficiency
- Have proven experience in fostering teamwork and working cooperatively/effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness.
- Can make a decision and assess situations to determine the importance, urgency, and risks, making clear, timely decisions in the best interest of the organization and its members

Key Qualifications & Skills

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

- at least 5 years' experience working in the not-for-profit sector in an executive or senior role
- university degree in business administration, communications, marketing, community planning, economic development or related field and/or equivalent experience in these fields
- Understands fiduciary responsibility and comfortable working through financial strategy
- Knowledge of general I.T. issues, digital and cloud operations
- Understand the duties and requirements of operating an office, as well as the necessary Personnel and Human Resources requirements for a small staff team, with external bookkeeper and HR consultant support
- Knowledge of leadership and management principles as they relate to non-profit/voluntary organizations, and/or as they relate to business improvement districts, is considered an asset;
- Knowledge of civic and provincial government structure and operations an asset

Compensation

Salary is \$90,000.00 to \$110,000.00 and is reflective of the scope of the position, market awareness, and will be subject to assessing each candidate on an individual basis. In addition, the SBIA offers an attractive benefits package.

Who Should Apply

The Strathcona Business Improvement Association values diversity, and encourages applicants of all gender identities or expressions, sexual orientation, colour, race, age, ability, religion, national or ethnic origin, citizenship, or family/marital status. Accommodations are available on request for candidates taking part in all aspects of the selection process.

How to Apply:

Please email your resume, cover letter, and total remuneration expectations to:

Discover what we have to offer...

Allan Welyk
President & Director
ELEVATE Search Group
6th Floor - [777 Hornby Street](#)
[Vancouver, BC V6Z 1S4](#)

Email: allan@elevatesearchgroup.com
Web: www.elevatesearchgroup.com
Follow Elevate: www.twitter.com/ElevateSearch

People. Solutions. Culture. Results.

Elevate Search Group collaborates and partners with companies to identify, recruit, and retain top-tiered professionals within all levels of leadership and non-leadership careers within business development, sales, marketing, operations, human resource, and supply chain management. Our client profiles range from local, regional, national, and global organizations. We thank all applicants who are interested in our current posting as Executive Director, however only those selected for an interview will be contacted.

Deadline

The deadline to apply is July 23rd, 2021.