

Executive Director

Calgary, Alberta, Canada

Full-time

The Executive Director promotes the Kensington Business Revitalization Zone (the “BRZ”) as a unique and full-service shopping, dining, and service district within Calgary and works to improve vibrancy within the community. They report to the Board of Directors (the “Board”) and are responsible for managing all projects, issues, and initiatives that are approved by the Board. They are responsible for ensuring the day-to-day activities of the BRZ are conducted in accordance with the BRZ’s by-laws, vision, approved action plan and monthly Board directives. The Executive Director will be the public face and voice of the organization and act as a catalyst for creating vitality in the area.

LEADERSHIP AND RELATIONSHIP BUILDING

BRZ membership – Develop and strengthen relationships with member businesses, respond to member concerns, assist and advise businesses.

Board - Provide Board with advice and information; develop strategies to implement Board policies, ask Board to provide direction, when required, and use best judgment as their representative.

Public and private sector – Maintain relationships with key organizations such as City Council, city administration (Tax, Planning, Calgary Police Service, Bylaw, Fire, Forestry, Special Events, Alberta Health, Roads), Community Associations, and other BRZs.

CBIZ (The 10 Calgary Business Revitalization Zones) - Attend meetings, collaborate, and share information.

PROMOTIONS & EVENT MANAGEMENT

-Work with contracted Marketing Company to ensure events run smoothly and efficiently, and that the Marketing Company follows the direction of the Board.

-Ensure event and related communication fits with overall communication strategy.

-Ensure the Marketing Company creates and executes a yearly marketing calendar designed to promote the business community.

-Oversee all promotions, image campaigns and marketing partnerships.

MANAGEMENT

Board Support & Personnel Management –Manage Board, BRZ staff and contractors, and volunteers (recruit, train & recognize).

Development –Review Development Permits; liaise with Developers and City; update Board.

Media Relations - Act as the public spokesperson; manage strategies for dealing with public in conjunction with Marketing Company.

Planning for the Future -Strategic planning to ensure an achievable vision of the BRZ for the future.

Planning for succession - Establish and maintain files and archives for future staff and Board members.

Responsible Financial Stewardship – Oversee audit, budget, insurance, cash flow, etc.

Governance – Manage compliance with bylaws; manage board meetings, Annual General Meeting, etc.

General Administration – Manage phone call, emails, meetings as necessary.

Levy - Liaise with the City and BRZ members in relation to the levy.

Streetscape – Manage banners, decorations, lighting, sidewalk/ forestry maintenance, poles, graffiti, bylaw infractions, etc.

Qualifications:

- Minimum of 5 years management experience
- Proven action-oriented, results-driven track record
- Ideally, a generalist with experience in both the private and public sectors
- Experience working with a Board of Directors and volunteers
- Excellent written and verbal communication skills
- Strategic planning skills
- Education and Experience in public relations
- Governance experience

Contact: Graeme Maitland chair@kensingtonyc.com