



Executive Director Job Description

About Barton Village BIA

Supportive & Considerate

Of greatest importance to the Barton Village BIA is a sense of belonging, we are dedicated to the pursuit of inclusivity, diversity and openness that is reflected in our business and residential community that spans many unique demographics and needs. We're here to support, advise, and guide where we can, we are advocates and champions for our members and our community, the voice of Barton Village.

Proud & Passionate

We're proud of our neighbourhood, the people and businesses that make Barton Village what it is, our history as a Worker's City, and the surrounding built form. We are hardworking and pragmatic, and passionate about our community and our City.

Trustworthy & Real

We aim to be a trusted partner and provide practical resources to our members and community, and pledge to honor and stay true to our past while looking to the future. Authenticity and transparency keep us grounded.

Relationship Builders

We maintain that making connections and building relationships within the BIA, the community, and beyond facilitates growth, and results in a healthy community. We believe in collaboration, meaningful engagement, and communication with our members, partners, and stakeholders clearly and consistently, and act with integrity in all decisions and efforts.

About the Executive Director

The Executive Director is responsible for overseeing the delivery and implementation of all programs and services, including daily operations, meetings, budgeting, communications, and public relations as directed by the Board of Directors.

The Executive Director provides leadership, direction and works with the Board of Directors to achieve its mission, objectives, and strategic plan. Reporting to the Board, you will act as a liaison between members, the board, staff, government, and other community partners.

About you

The Executive Director is someone who values community, collaboration, and communication. They are passionate about small businesses and confident in their ability to present to all levels of government to advocate for small businesses and the Barton Village BIA.



Important Skills for this job include:

Community Believer

- You are familiar with the Barton Village Community and see how wonderful it is
- Leading and inspiring others to love Barton

Excellent Communicator

- Able to create and run presentations to Councilors, Members and Community
- To effectively communicate with members and others through newsletters, letters, emails, meetings, website, etc.

Creativity

- Able to think outside the box and adapt plans as needed
- To lead community events and initiatives to showcase Barton positively

Marketing and Promotional Skills

- Foster relationships with media and influencers to promote Barton Village

Organization

- Ability to prioritize tasks, manage staff,
- Able to keep track and follow up with people as needed

Resourcefulness

- Working with a small budget the ability to fundraise, write grants and obtain sponsorships is key
- Engaging and equipping volunteers

Preference will be given to those with an educational background in Business administration, communications, marketing, community planning, economic development, or related field and/or equivalent experience in these fields.

Compensation

This is a full time, permanent position with a base salary of \$39,900

How to Apply

Please email your resume and cover letter to info@bartonvillage.ca with the subject heading "Executive Director" and filename "lastname firstname"

Applications close on June 25th, 2021 at 4:30pm

We are grateful to all applicants for their interest; however, we will only be contacting those candidates who have been selected for an interview.