

## **A Great Job Opportunity**

Position: Executive Director - Manotick Business Improvement Area

Location: Manotick (Hybrid)

Work Schedule: 25 hrs. per week, occasional weekends

Term: Contract. 6 month probationary period.

Salary: To Compensate with Experience

### Summary

Reporting to a volunteer Board of Directors, the Executive Director is the driving force who coordinates the day-to-day operations of the organization.

The Executive Director interacts with all members and associate members of the MBIA, as well as municipal staff, councillors, police, neighbourhood associations, community committees and OCOBIAs (Ottawa BIAs).

As the MBIA Executive Director the successful candidate will lead all the MBIA programs, which will include but not limited to:

- Marketing initiatives
- Manage streetscape and beautification
- Regular communication with MBIA members about programs and progress
- Advocacy on behalf of the MBIA regarding issues facing local businesses
- Administration involving budgets and finance, correspondence, communications, scheduling of meetings, preparing agendas for the Board, reports, manage proposals, city permit applications, assignments from the Board of Directions, planning, data base mailing lists, coordination of annual general meeting.
- Promotions, event planning and execution.
- 

### Skills Required

- Strong interpersonal skills, versatile, reliable
- Self motivated, able to work independently
- Excellent IT skills, with a good working knowledge of social media, communications and finance
- Good written, verbal and organizational skills

Please send resume to [Manotickbiajobs@gmail.com](mailto:Manotickbiajobs@gmail.com)