

Executive Director, Downtown Orillia BIA

Job Overview:

Known for its friendly and welcoming atmosphere, Orillia is a community that will harness and play to your sense of adventure. Whether it's playing on the water, hiking on land or adventuring on the local ski hills in winter, there is something to do for every person in every season.

That's why the BIA is seeking our next greatest Executive Director – someone who's nature reflects the very essence of our community.

Downtown Orillia has a lively and engaging vibe so we're looking for you to have one too! The BIA is continuing to evolve and we are aiming high to be a strong voice in the community, get our creativity on, and be an effective and dynamic voice in the City for our members.

As our new Executive Director, you'll have a direct role in shaping the future of our beautiful City. Alongside our volunteer Board of Directors, you'll create community programming that reinvigorates business owners, excites locals, and draws in visitors so that together, we can create a business district that is vital, thriving, fun and creative.

Benefits and Salary Range:

- \$65,000 (Compensation is commensurate on skill level and experience.)

Responsibilities and Duties:

- Oversee day-to-day BIA operations.
- Engage in annual budgeting and forecasting.
- Collaborate with the Board of Directors on a plan to make the BIA's vision a reality by implementing our Action Plan.
- Plan and oversee the delivery of all BIA programming.
- Complete, oversee and implement the governance portfolio of the BIA.
- Represent us and be the "face" of our BIA.
- Manage the BIA office and motivate team members.
- Deliver communications to our members, partners, stakeholders, council, and the media in a clear and consistent manner.
- Engage with and strengthen community partnerships.

Who are we looking for?

- A true leader who will bring their best work to the BIA every single day.
- Stellar communication skills. Your enthusiasm must be infectious, but you also know when a situation requires patience and empathy.
- Creativity and outside-the-box thinking. Where other people see the ordinary, you make meaningful connections between people, ideas, and resources.
- Learning quickly is in your blood. You can dig in and get the job done even if you need to learn as you go.
- A lifelong learner. You soak up new information like a sponge.
- A multi-tasker who doesn't shy away from hard work, often wearing more than one hat.
- Accountability and confidence. Can you stand behind your work but also know when to ask for help?
- Can handle challenging situations and people like a champ.
- A heart for the community. The thought of getting to live in Orillia every day is what'll get you out of bed in the morning.
- A customer service mindset. Where improving and serving your community is a core belief.
- The best problem solver ever. You can get mucky in your thinking, shift gears if necessary and still find ways and resources to get amazing things done.

Requirements and Qualifications:

- Post-secondary education or relevant certification.
- Background in Community Development/Economic Development preferred.
- Previous management experience is a plus.
- Knowledge of the BIA model is required.
- Digital Marketing experience is valuable.
- Some grant writing knowledge is a benefit.
- Financial controls oversight experience is beneficial.
- Knowledge of digital & Marketing fundamentals is highly suggested.

How to Apply:

Please don't send those old mundane cover letters. Provide us with your personal mission statement and resume to pagebypageco@gmail.com by March 15, 2024.