



Whether you are acquainted with Hamilton or wish to get reacquainted, the downtown core is a great place to start and a perfect heart of the city. Representing over 170 property owners and 430 businesses, the Downtown Hamilton BIA provides value to our members through advocacy, beautification, promotion, development and preservation of downtown Hamilton. The downtown core is a hub for established and up-and-coming businesses, home to unique retail staples, personal service experts and a variety of award-winning restaurants. The Downtown Hamilton BIA will continue to support our members and the area more broadly as the downtown core continues to evolve into a multifaceted area that brings visitors, residents and all those who work downtown together.

Executive Director Job Description

Position Overview

The overarching role of the Executive Director is to be accountable for the day-to-day operation of one of downtown Hamilton's business associations. In addition to being responsible for reporting to a volunteer board of directors, the Executive Director interacts with a variety of personnel, including municipal staff and Councillors, provincial and federal government agencies, police, chambers of commerce, social agencies and task forces. The Executive Director will work closely with the Operations Manager and Community Engagement Coordinator to develop, execute, monitor, and report on a variety of plans and programs, including:

- Strategic plan
- Annual budget
- Marketing/Communications plan
- Beautification programs
- Property and streetscaping maintenance and reporting
- Business recruitment and retention programs and initiatives
- Policy development, review and reporting
- Public consultation and participation

Responsibilities

- Day-to-day administration of the office, including supervising and coaching staff and contract personnel, budget preparation and execution, and work plan development and implementation
- Maintaining and fostering positive relationships with businesses, public officials, media and the general public, and monitoring special events and programs
- Accountable to the Downtown Hamilton Board of Management through the Chair, the Executive Director manages all the affairs and activities of the BIA, in accordance with the bylaws and procedures of the Association as established by the Board of Directors and the City of Hamilton

Key Duties

Administration

- Involves correspondence, scheduling of meetings, preparation of agendas, minutes, reports, proposals, and assignments from the Board of Directors
- Strategic planning for the organization, including the scheduling of task force meetings
- Plan and implement the Annual General Meeting

Financial Affairs

- All financial management, including liaisons with the BIA bookkeeper, auditors, financial reporting, budgeting, purchasing and related financial affairs

Marketing and Communications

- The primary responsibility is to compile, edit, condense and process information for distribution to members and partners, with the express goal of building an advocacy voice of support for the BIA's positions and initiatives
- Support the Operations Manager and Community Engagement Coordinator in creating a marketing plan which includes print brochures, social media plans, newsletter content and special events

Resource Information and Consultation

- Provide resources to BIA members, government departments (municipal, provincial, federal), developers, property owners, members of other BIAs and business associations, community groups and agencies who contact the BIA Office requesting information and/or assistance relating to the BIA industry
- Be the point of contact for BIA members to address issues with operating their business

Policy Development

- Monitor legislation, regulations and issues affecting the BIA members, draft position statements for review by the Board of Directors and take necessary action when deemed appropriate
- Try to identify legislative or regulatory issues, primarily at the municipal level, which may impact some facet of the BIA. Items such as news reports, press releases and referrals from members provide a major source of awareness for any particular situation
- Identify and recommend where changes would benefit the Association and implement them when appropriate.

Preferred knowledge, skill sets and abilities

- Motivated and self-started, ability to manage workload and responsibilities independently
- A strong working knowledge of financial reporting, budgeting and financial management
- Excellent writing skills with a good understanding of marketing tactics
- Strong speaking and presentation skills
- The ability to analyze and interpret government regulations and technical information and then communicate those results to a broad audience
- Good planning and organizational skills
- A proper understanding of the geographic, economic, political, social and cultural differences that exist among the members of the BIA and other areas of Hamilton.

- Ability to communicate effectively with related Associations and stakeholders.

Compensation dependent on experience.