



# EXECUTIVE DIRECTOR

## BRANDON DOWNTOWN DEVELOPMENT CORPORATION

*The Brandon Downtown Development Corporation (BDDC) is a non-profit organization mandated to drive the revitalization of downtown Brandon by identifying and encouraging investment and redevelopment opportunities in the city's core. With an ability to create unique partnerships between the public and private sectors, the BDDC helps bring to fruition redevelopment projects that may not otherwise have been feasible. One project at a time, the organization is helping to stimulate economic growth and bring new energy into the heart of our city. The BDDC is now accepting applications for the Executive Director position.*

### **GENERAL POSITION DESCRIPTION**

#### **POSITION SUMMARY**

Reporting to the Board of Directors, the Executive Director is responsible for leading the BDDC in the development and implementation of a strategic action plan that facilitates the redevelopment of downtown Brandon. The Executive Director is the public representative and primary contact for the organization. They will also play the lead role in the implementation of revitalization strategies, provide administrative services and support to the Board of Directors, and in cooperation with the Board, will coordinate and manage all activities of the corporation.

The Executive Director will collaborate regularly with the City of Brandon, Province of Manitoba, and other downtown stakeholders on projects and initiatives in the downtown, including the Downtown Public Art and Mural Program, the Downtown Crosswalk Program, and major redevelopment projects. They will proactively promote downtown Brandon as a desirable location from which to operate a business and in which to invest, and will lead public awareness initiatives to enhance the appreciation of a vibrant downtown.

The ideal candidate will have experience in urban planning, community or downtown development, business relations, real estate or economic development. They will be a proven relationship builder, have a strong political acumen, and possess a demonstrated ability to command respect from decision makers, elected officials, and practitioners from senior levels of government. Exceptional leadership and communication skills are essential.

#### **POSITION DUTIES AND RESPONSIBILITIES**

- a. Responsible for the development and implementation of strategies for downtown development and revitalization that add value and result in positive outcomes, including the creation and administration of financial incentive programs to leverage private sector investment in the city's core.
- b. Proactively build and maintain strong and productive working relationships with downtown stakeholders, including developers, business owners, and public agencies at local and provincial levels.

NOTE: This description is not intended to limit the scope of work or be construed as a complete list of the many duties to be performed by the Executive Director.

- c. Work with property and business owners to help guide them through development, planning, and permitting processes.
- d. Lead public awareness and educational initiatives designed to enhance appreciation of the importance of a vibrant downtown, the BDDC's goals and priorities, and downtown's development opportunities.
- e. Manage the corporation's annual budget and finances, including financial audits.
- f. Manage all administrative tasks of the organization, including grant program administration, report generation, data tracking and evaluation, and funding requests.
- g. Proactively promote downtown as a desirable location from which to operate a business and in which to invest.
- h. Advocate on behalf of downtown businesses as applicable.

## **POSITION QUALIFICATIONS**

### Skills

- Leadership skills with the ability to coordinate and manage teams, and provide guidance and direction to others.
- Well-developed organizational skills including the ability to work under pressure within tight timelines and with limited lead-time.
- Capacity to carry out tasks in a conscientious, meticulous, and enthusiastic manner.
- Highly developed organization skills with an ability to manage multiple projects and initiatives, set priorities and meet deadlines.
- Strong written communication skills with the ability to present ideas and information clearly and concisely in written form.
- Strong verbal communication skills demonstrating the ability to clearly articulate ideas during oral presentations.
- Highly developed interpersonal skills that facilitate effective working relationships with stakeholders and colleagues, and the ability to handle sensitive issues with tact and diplomacy.
- Strong political acumen skills demonstrated through experience providing strategic advice on sensitive issues.
- Demonstrated abilities in the areas of strategic planning and project management.
- Demonstrated knowledge of downtown development and revitalization best practices.
- Knowledge and understanding of the local and provincial business and development climates.
- Proficient computer skills with demonstrated experience in Microsoft Word, Excel, PowerPoint, and Outlook.

### Abilities

- Ability to network in a variety of circles, to cultivate collaborations, and to easily establish a rapport with people.
- Maintain strict confidentiality of sensitive materials and information.
- Occasionally work evenings and weekends as required.

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NOTE: The qualifications are not intended to limit the opportunities for interested candidates but rather to provide prospective candidates with an understanding of the level of expertise that is required in this position.

### Experience

- Sufficient experience in the field of urban planning, community or downtown development, business relations, real estate, or economic development to perform the duties required in this position.
- Experience with non-profit board management.
- Experience in leadership roles and project management.

### Education and Certification

- Grade 12, G.E.D., or Mature High School Diploma (mandatory).
- Post-secondary degree with preference for the areas of urban planning, downtown development, business, real estate or economic development (mandatory).
- Post-secondary course work (or equivalent experience) in the areas of communications and marketing (preferred).

## **WORK CONDITIONS**

### Physical Conditions

- Sits at a desk using a keyboard and office equipment (daily).
- Delivers presentations to large and small groups (frequently).
- Attendance at meetings at various City facilities and at project sites (frequently).

### Work Conditions

The Executive Director works independently and as part of a team providing assistance and advice to a variety of internal and external stakeholders. Specific work conditions include:

- Wide variety of tasks requiring the ability to manage multiple unrelated projects and make independent decisions (daily).
- Self-motivated and quality driven to perform independent projects (daily).
- Work in a collaborative and consultative manner (daily).
- Clear understanding that the work of the organization is subject to political and public scrutiny (frequently).

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