




EXECUTIVE DIRECTOR

INFORMATION

 downtownnewwest.ca

 @DowntownNewWest

 New Westminster, BC

EXPERIENCE

- Community engagement
- Strategic planning
- Non-profit governance
- Project management
- Program development

COMPETENCIES

- Organizational administration
- Team leadership
- Political acumen
- Stakeholder relations
- Interpersonal communication

TO APPLY

Letter of introduction &
resume via email to
Harbour West Consulting



The Downtown New West Business Improvement Association is located on the unceded land of the Halkomelem speaking Peoples.

ORGANIZATIONAL PROFILE

The Downtown New West Business Improvement Association (BIA) was established in 1989 and is an independent not for profit association that serves 500 member businesses and 150 property owners. The Downtown New West BIA enables property owners and businesses to work together on an ongoing basis to assist in the revitalization and promotion of Downtown New West.

With lots of new and exciting additions, Downtown New West is now a vibrant and trendy area with some of the hottest and most unique shops and restaurants calling our streets home.

ABOUT THE ROLE

This is an excellent opportunity for an innovative, community driven leader who is dedicated to not-for-profit leadership and community engagement. The successful candidate will have relevant education, training, and/or professional development with a minimum of 5 years of progressive leadership experience. The successful candidate will have knowledge of strategic and operational planning in combination with non-profit board governance, programming, and services. The role requires excellent interpersonal, communication, and team building skills, with a commitment to building a positive and effective member-driven organizational culture. An equivalent combination of experience and skills will be considered.

Reporting to the Executive Committee of the Board of Directors, the Executive Director is responsible for executing the overall vision of the Board of Directors and for day-to-day BIA management and operations. The Executive Director is responsible for the leadership and oversight of human resources, financial sustainability, member and community programming and services. The Executive Director builds and maintains strong relationships with organizational stakeholders and partners, with a commitment to developing, enhancing, and promoting opportunities for the Downtown New Westminster Business Improvement areas.

The salary for the position is up to \$85,0000/annually, supplemented by a comprehensive benefits plan.

CONTACT DETAILS

Harbour West Consulting believes equity, diversity and inclusion are essential for the organizations we serve to achieve the business goals they strive for. We believe that everyone – no matter their gender, racialized identity, ethnicity, sexual orientation, age, ability, religion, political beliefs, family status, socioeconomic status, citizenship status, or Indigenous status – should have equitable access to jobs and opportunities. We strive to ensure the recruitment process unfolds in a fair, transparent, timely and open manner to include individuals previously underrepresented or discouraged from participating.

Should you be interested in learning more about this exciting opportunity with the Downtown New West BIA, please contact Harbour West Consulting at 604-998-4032 or forward your resume and letter of introduction, in confidence, to info@hwest.ca. We will respond to all who express interest.