



JOB OPPORTUNITY: EXECUTIVE DIRECTOR

Reporting to the Board of Directors, the Executive Director is responsible for the successful leadership and management of the Downtown Truro Partnership (DTP), while adhering to the strategic direction and goals of the Board.

The Executive Director will be responsible for the day-to-day operations of the DTP including the development, marketing, operational, and financial aspects of the organization. The Executive Director is instrumental in the development of activities and events, including budget preparation and management of personnel. The Executive Director actively and positively promotes the DTP through social media, marketing, events and on-site business meetings with applicable partners.

RESPONSIBILITIES

Leadership

- Develop and foster positive relationships and teamwork with the Board of Directors.
- Develop and foster positive relationships and networking with local downtown businesses.
- Attend and participate in board meetings and the annual general meeting.
- Identify and inform the Board of Directors of internal and external issues facing the organization.
- Act as a professional advisor to the Board on all aspects of the organization's activities.
- Represent the DTP at community events to enhance the organization's community profile.

Operational Planning and Management

- Participate with the Board in developing a vision and strategic plan to guide the organization.
- Develop an operational plan which incorporates goals and objectives that work toward the strategic direction of the organization.
- Review, revise and draft operational policies for Board approval.
- Ensure that programs and services contribute to the mission and reflect the priorities of the Board.
- Monitor the day-to-day delivery of programs and services to maintain or improve quality.

Human Resources Planning and Management

- Determine staffing requirements for effective and efficient service delivery.
- Establish a positive, healthy and safe work environment in accordance with provincial legislation.
- Implement and participate in a performance management process for staff.
- Ensure that annual performance reviews are conducted.
- Coach and mentor staff as appropriate to improve performance.
- Follow a consistent discipline model for staff who are failing to perform effectively.
- Maintain confidential personnel files.



Financial Planning and Management

- Work with staff and the Board treasurer to prepare a comprehensive annual budget.
- Work with the Board to secure adequate funding for the operation of the DTP.
- Direct and oversee research into funding opportunities.
- Oversee the development of a fundraising plan and write proposals to increase funding.
- Participate in fundraising events as appropriate.
- Approve expenditures within the authority delegated by the Board.
- Ensure effective and efficient accounting policies and procedures are followed.
- Update the Board with regular reports on revenue and expenditures.
- Ensure that staff and the DTP are in compliance with all legislation.
- Ensure that the Board and the organization carries appropriate and adequate insurance.
- Ensure any insurance policy is in place and up-to-date.

Community Relations and Advocacy

- Maintain constant communication with appropriate partners and members served by the DTP.
- Establish good working relationships with community groups, funders, politicians and others.

Marketing and Promotions

- Actively promote the DTP through traditional and digital channels including social media.
- Manage and update the DTP website.
- Coordinate and participate in external DTP events.
- Research, coordinate and administer new project initiatives under the direction of the Board.
- Make recommendations on changes or improvements as required.
- Develop partnerships and work with members to facilitate festivals, cultural activities, and special events directed at enticing visitors to the Downtown core.
- Develop and execute a coordinated marketing and branding strategy design to attract visitors to the Downtown core.
- Conduct regular and ongoing networking and relationship building with businesses and business leaders to maintain and secure development in the Downtown Core.

QUALIFICATIONS

- Post-secondary education in Public Relations, Marketing, Business or suitable combination of training and experience.
- Minimum of five (5) years of experience in a similar position, or a demonstrated progressive increase in leadership responsibilities.
- Experience in project and program planning.
- Experience in research and grant writing.



COMPETENCIES

- Knowledge of leadership and management principles as they relate to non-profit organizations.
- Knowledge of the current community challenges and opportunities in relation to the DTP or a willingness to develop that knowledge.
- Knowledge of human resources management.
- Knowledge of financial management.
- Knowledge of project management.
- Excellent interpersonal skills.
- Excellent communication skills (listening, written and oral).
- Possess problem-solving abilities; the ability to prioritize, be self-directed, and lead a team with confidence.

WORKING CONDITIONS

- Office environment.
- Required to exercise discretion when dealing with confidential information.
- Must have a valid Nova Scotia Class 5 Drivers License.
- Must provide a Criminal Record Check with no convictions.

ABOUT THE DOWNTOWN TRURO PARTNERSHIP

Truro is an energetic, growing town known as the "Hub of Nova Scotia" because of our central location. Our downtown core offers an idyllic blend of small-town charm and a thriving, modern business community. The Downtown Truro Partnership and the Town of Truro have a unique partnership focused on enhancing the downtown in both appearance and activity. Through an area rate charged to the member businesses, the Town provides the core funding to the Downtown Truro Partnership for the many projects and activities conducted annually that add to the vibrancy and attractiveness of the downtown core.

DIVERSITY STATEMENT

The Downtown Truro Partnership values equity, diversity and inclusion. We seek applicants who are passionate about growing our downtown core, and have backgrounds that reflect our community.

HOW TO APPLY

Please forward your cover letter and resume as a single .pdf document to info@downtowntruro.ca. We welcome applications from all qualified candidates however only those selected for an interview will be contacted.

APPLICATION DEADLINE: Monday, August 1st, 2022 by 4:00pm

Please note: we will be scheduling interviews with selected candidates as their applications are received, to fill the position as soon as possible.