



OPERATIONS AND STRATEGIC INITIATIVES MANAGER

JOB DESCRIPTION

ABOUT THE EXCHANGE DISTRICT BIZ

The Exchange District Business Improvement Zone is one of 16 BIZ's in the City of Winnipeg. It is mandated to work on behalf of its membership to enhance, promote, and advocate for its defined neighbourhood through a variety of programs and initiatives.

INTRODUCTION

A well-organized, strategic thinker, the Operations and Strategic Initiatives Manager (OSIM) understands that setting and meeting specific objectives, meticulous attention to detail, and strong collaboration are crucial to operational success. Friendly, outgoing, and diplomatic, this professional loves finding creative solutions as much as they do spreadsheets and check-lists.

POSITION OVERVIEW

The OSIM works with the Executive Director to ensure the consistent, efficient and effective functioning of ongoing day-to-day operational activities of the Exchange District BIZ, including community safety, environmental services and maintenance, and ongoing member and partner initiatives. Under direction of the ED, The OSIM will actively work on initiatives pertaining to the goals of the BIZ and its strategic plan. They must be extremely well organized, knowledgeable, and professional both in and out of the office and able to recognize and apply tact and diplomacy every situation.

Project Management skills are crucial to the position, as are attention to detail, strong public relations skills and quick problem solving abilities.

REPORTING

The OSIM reports directly to the ED and works closely with both the ED and the Executive Coordinator (EC). In absence of the ED, the OSIM will communicate directly with the Exchange District BIZ Board Chair and/or Executive Committee as needed.



MAIN AREAS OF RESPONSIBILITY & RELATED TASKS

OPERATIONAL AND STRATEGIC INITIATIVES

Under the guidance of the ED, Perform tasks including, but not limited to:

- Support the vision of the Executive Director by planning and implementing strategic initiatives, projects and programs as directed either directly or by overseeing relevant staff
- Ensure smooth and consistent management of day-to-day operations, ensuring direction set by the ED is executed by relevant teams, contractors, and staff
- Support the Executive Director in ensuring the smooth operation of the BIZ by establishing and monitoring key performance indicators
- Work collaboratively with key team members as relevant, ensuring the projects and initiatives meets deadlines, maintain brand integrity, and achieve desired outcomes as defined
- Work closely with the EC to ensure administrative, operational and facility management processes are optimized and accessible for all staff, with an eye towards continual optimization and improvement
- Work with staff to identify opportunities for improving processes, outcomes and team cohesion

EXECUTIVE DIRECTOR SUPPORT

- Provide assistance & support to the ED as required for programming, projects, initiatives and operations
- Represent the ED in an official capacity as required or requested
- In collaboration with the EC, ensure that relevant materials and background information are prepared and ready for key meetings, briefing the ED as needed
- Research, compile data and prepare information for consideration/use by the ED



QUALIFICATIONS & SKILLS REQUIRED

Related post-secondary degree, diploma or certificate(s) in one of various fields related to the position (administration, economic development, project management, business) required. A combination of relevant experience and education may be considered.

Additionally, demonstrated abilities in:

- Strong task management, administration and organizations skills and problem solving abilities
- Strategic thinking and planning – ability to anticipate, analyze and think through issues, problems and generate new ideas; strive for innovation
- Fluidity in working in a fast-paced environment with multiple stakeholders
- Project coordination and small team leadership
- Creative and professional writing abilities
- Research, editing and proofreading skills with attention to detail
- Excellent verbal communications skills

APPLICATION PROCESS AND DEADLINE

Please submit resume/CV with cover letter and 3 letters of reference to osim-hiring@exchangedistrict.org by end of day on **August 4th**.

Interviews for selected candidates will be arranged for the week of August 14th.

Only those selected for interviews will be contacted.