

DOWNTOWN VANCOUVER BUSINESS IMPROVEMENT ASSOCIATION



POSITION: Manager, Economic Development and Advocacy

DATE: July 2023

WHO WE ARE

Downtown Van is a non-profit organization that represents 7,000 businesses and property owners in the central 90-block area of Vancouver's downtown core. Supporting our members and striving to ensure our district is a diverse, dynamic and economically strong community is what motivates us. Our team members are experts in economic development, community safety, placemaking, and events. We're passionate about making Downtown Vancouver a destination like no other.

GENERAL ACCOUNTABILITY

The Manager of Economic Development serves as a member of the Downtown Van Senior Management Team and has primary accountability for all economic development initiatives including advocacy, policy development, and research. The role will ensure key aspects of projects and plans are established, including partnership development and support, overall planning, project implementation, budgeting, tracking, metrics, and ongoing stakeholder engagement. A primary focus of the role is to engage stakeholders and members to influence the ongoing economic revitalization of downtown. The role will ensure duties are carried out per the organization's strategic plan and in the best interest of Downtown Van and its members.

SPECIFIC ACCOUNTABILITIES

- **Advocates for and actively supports new policy changes in support of downtown economic growth:**
 - Partners with key organizations, agencies, corporations, and stakeholders to support economic development initiatives, events, and business growth programs downtown
 - Collaborates with other Business Improvement Associations and member-related industries to lobby municipal, provincial, and federal governments for policy changes
 - Provides advice and counsel to the President & CEO and other members of the leadership team on economic development trends and programs
 - Participates in regional economic development and neighbourhood planning efforts, in coordination with Downtown Van leadership and partner organizations

- Identifies economic trends and oversee research and analysis to support the development of projects that will enhance the experience of downtown for its members, residents, and visitors
- May act as a representative for Downtown Van in meetings with City Council and the Board of Directors
- **Manages engagement strategy with members and stakeholders:**
 - Conducts a range of stakeholder engagements to understand emerging issues or opportunities for downtown businesses. Engagements include, but are not limited to, targeted stakeholder engagement session, formal surveys, and day-to-day touchpoints with members
 - Provides direction and leadership to the Policy Advisory Council
 - Advises and supports membership event planning (workshops, roundtables, and speaker engagements) with content ideation and stakeholder outreach
 - Oversees the tracking and monitoring of member engagement and recruitment
- **Oversees the development and implementation of economic development plans and research reports by collaborating with staff, members, and external stakeholders:**
 - Ensures all projects and initiatives meet established milestones and are delivered on time, on budget and to the highest quality
 - Researches, identifies, and utilizes resources for economic development, including sources of funding and technical expertise
 - Collects, researches and analyzes business, economic, socioeconomic and related data affecting strategic planning
 - Takes an active, leading role in the City of Vancouver's Granville Street Planning Program to ensure members' interests are represented in the process
 - Ensures internal data, reports, and other correspondence is delivered in a concise and effective format to provide external stakeholders with advice and recommendations regarding best practices for economic recovery and placemaking investment
- **In collaboration with the Director of Operations, provides HR support to a team of three and ensures a positive and productive work environment.**
 - Oversees the recruitment, selection, onboarding, and training of no more than two direct reports and maintains a safe, secure, and legal work environment
 - Provides oversight, daily task supervision, coaching, and advice to up to two direct reports and ensures program deliverables meet the goals of the Association's strategic plan

- Provides guidance and coaching on the development of quarterly and annual goals and ensures individual deliverables are consistent with the strategic plan. Provides ongoing support to ensure successful execution of goals

WHAT WE ARE LOOKING FOR

- A passion for downtown revitalization, and a drive to achieve the realization of all goals and objectives
- Knowledge of the unique needs of downtown Vancouver and ability to see and develop an actionable path forward.
- Minimum of a post-secondary degree in planning, business, public policy, or real estate, preferably supplemented by a master's degree in a relevant field of study
- Minimum of 3 years in urban planning, economic development, market research, financial analysis, commercial real estate analysis, or an equivalent combination of experience and professional-level education
- The role may evolve to include more government relations work, experience in the area would be an asset
- Strong technical skills, including experience with ArcGIS and Microsoft Excel
- Additional certification as RPP, MCIP, or related areas is considered an asset
- Excellent written, verbal, and visual communication skills
- The ability to communicate complex data effectively to a wide range of stakeholders
- Familiarity with gathering data from third-party sources, as well as designing surveys and other tools to collect original data
- Knowledge of commercial real estate and real estate finance is preferred
- Exceptional interpersonal skills and ability to collaborate with team and partners

APPLY NOW

Please send your resume and cover letter to Jennifer Lai, Administrative Assistant: jennifer@dtvan.ca