



## Executive Director Job Description

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### Position Summary

The Executive Director implements the vision and mandate of Midland Bay Landing Development Corporation (MBLDC), as approved by the Board of Directors. The Executive Director is responsible for the day-to-day operation of MBLDC. Reporting to the Board of Directors, the Executive Director interacts with a variety of stakeholders including municipal staff and elected officials (provincial and federal government agencies, neighborhood and community groups, development industry representatives and various consultants, lawyers, and real estate professionals.

The Executive Director is responsible for developing and presenting workplans to the Board for approval. The Executive Director's performance will be monitored by the Board on the basis of the approved workplan. The development of the workplan will include but not be limited to:

- Board relations and board agenda management;
- Annual budget development (identification of potential project grants);
- Liaison with various stakeholders (municipal, provincial, federal governments, consultants, Town staff);
- Policy development, review and reporting;
- Marketing plan;
- Beautification programs;
- Property maintenance plan;
- Public consultation and participation programs; and
- Media relations

### Responsibilities and Accountabilities

#### Leadership

The Executive Director is responsible for day-to-day administration, budget preparation and execution, work plan development and implementation, maintaining and fostering positive relationships with the Board, public officials, the media and general public, and assisting the Board and any of its committees as needed. The Executive Director will actively participate in the development and assumes responsibility for the implementation of the overall strategic direction of MBLDC in accordance with the vision, mission, values, strategic direction and goals set by the Board of Directors and the Shareholder (the Town of Midland).

The Executive Director is accountable to the MBLDC Board of Directors through the Chair for the management of all the affairs and activities of the MBLDC in accordance with the by-laws, policies and procedures as established by the Board of Directors and the Shareholder and in compliance with all provincial and federal legislation.

### Administration

- Prepares correspondence; schedules and coordinates Board meetings including preparation of agendas, minutes, reports, proposals; working with the Board and its committees, completion of assignments from the Chair of the Board of Directors; planning, including business and marketing plans and similar duties as required.

### Representation and Communications

- Acting as the public face of the MBLDC is a primary responsibility of the Executive Director. To effectively communicate for and represent the organization at various events and initiatives consistent with the Board direction. To compile, edit, and process information for distribution to the Board and its partners to build support for its positions and initiatives.

### Resource Information and Consultation

- Coordinate and manage support to MBLDC in its efforts to deal effectively with government departments (municipal, provincial, federal), Town staff, developers, consultants, real estate interests and business associations, community groups and agencies who regularly contact the Midland Bay Landing Development Corporation requesting information and/or assistance on a fairly wide range of topics related to this development opportunity.

### Financial Affairs

- Oversee and manage the MBLDC financial affairs in liaison with Town of Midland Treasurer and auditors. Responsibilities would include facilitating through the Treasurer financial reporting, and budgeting, purchasing and other related financial matters. In addition, the Executive Director would explore the potential for any public sector funding opportunities respecting intended projects/works related to the site, including support of any grant related applications.

### Marketing

- With the strategic support and direction from the Board, the Executive Director will be responsible for the development, execution and evaluation of all advertising, promotion, and marketing programs, in print, on-line and via social media.

### Policy Development

- Develop and present draft policies for review and adoption by the Board of Directors based upon the strategic direction from the Board;
- Identify any legislative or regulatory issues which may impact work of the MBLDC;
- Provide Board Members information and raising their awareness of emerging local matters that may have an impact upon the subject project, including



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news items, press releases and referrals from members, and provide the major source of awareness of a particular situation.

### **Skill Qualifications and Abilities**

- University degree or college diploma in a field that would complement the nature of the required work (such as Engineering or Business, etc.);
- Demonstrated experience in land development and regulatory approvals and the financial implications respecting same;
- Knowledgeable in financial management and project management
- Excellent writing skills along with strong software skills in Microsoft Office suite of products;
- An analytical mind capable of “out-of-the-box” thinking to solve problems;
- Strong speaking and presentation skills and able to effectively communicate to a wide audience;
- Ability to analyze and interpret government regulations and technical information;
- Excellent organizational, time management and leadership abilities;
- Ability to quickly absorb a wide range of information;
- Ability to quickly develop a working knowledge of the Midland Bay Landing initiative including an understanding of the long-term vision for the project;
- Have a good working knowledge of corporate governance principles and effective management of board relations;
- Ability to manage multiple projects and consultants to ensure that the deliverables are kept on time and within budget;
- Class G Driver’s License, in good standing and reliable vehicle to use on corporate business;
- Flexibility in work schedule for the purpose of attending evening and/or weekend meetings or other events as required.

### **Other Asset Skills that Enhance Performance**

- Established network of contacts within both government and development related industry and the downtown management industry;
- Motivated Self-starter with limited requirement for supervision;
- Strong facilitator;
- Consensus builder;
- Strong computer skills.