



EXECUTIVE DIRECTOR JOB POSTING

Exciting Management Opportunity – Use your business and economic development experience and skills in a location that defines quality lifestyle!

In 2007, the East Kootenay region of British Columbia joined together to establish the **Kootenay Rockies Regional Economic Alliance (KRREA)**, a collaborative partnership designed to lead region-wide economic development.

KRREA is seeking a highly motivated and self-directed professional to lead and manage this young organization focused on growing and strengthening the region's economic capacity, diversity and business base.

The successful candidate will have business and management experience as well as the education necessary to lead, grow and manage **KRREA**. The Executive Director works closely with the Board of Directors as this alliance continues to fine tune its governance framework, strategic direction, and implement initiatives. The Executive Director will take a lead role in securing future years' funding for the continuation of the Executive Director position and **KRREA** operations.

The successful Executive Director will be a leader and implementer, and have the ability to think strategically and regionally, be results and achievement-oriented and demonstrate initiative and resourcefulness. He/she will possess exceptional organizational, project management and planning skills; strong interpersonal and communications and media skills; proven grant and funding procurement skills; and the ability to motivate and engage people and businesses to build collaborative partnerships.

The ideal candidate will have demonstrated management experience in business and economic development, in the non-profit, private and/or public sectors. Experience working with boards is required, as well as an understanding of the issues and opportunities facing the economic in the region and rural areas. Possession of post-secondary education in business, management and/or economic development or direct relevant experience is essential.

An initial one (1) year contract package will be negotiated, commensurate with experience and capabilities. For more details on the position and **KRREA**, visit www.krrea.org.

If you are interested in this unique opportunity, please forward by **October 16, 2008** your Resume and a cover letter highlighting how your related experience, training, and education meet the position requirements. Please provide three (3) relevant references and indicate your desired salary range. Applications sent by email or by letter will be accepted; letters may be addressed to:

KRREA Executive Director

Mail address: 110A Slater Road NW, Cranbrook, BC V1C 5C8
Email address: info@krrea.org

We thank all those who apply. Only those selected for the next stage of the selection process will be contacted.



EXECUTIVE DIRECTOR – JOB DESCRIPTION

DEADLINE FOR APPLICATIONS: Thursday, October 16, 2008

The **Kootenay Rockies Regional Economic Alliance (KRREA)** is an economic focused regional society that provides a mechanism for the multitude of communities, business, Aboriginal, regional economic organizations and other key stakeholders to collaborate on broad-based economic development that will improve the region's overall capacity for economic activity and growth.

KRREA has completed its first full year of operation. A strategic plan and annual operational plan have been drafted. The Executive Director will take a lead role in implementing the plans and securing future years' funding for operations and initiatives. He/she will work closely with the Board of Directors as the alliance continues to fine tune its society governance framework and strategic direction. **KRREA's** volunteer 14 member Board of Directors has representation from various economic and business sectors, communities, Aboriginal, regional economic organizations and government.

ACCOUNTABILITY

The Executive Director is accountable to the Board of Directors for overall management and effective service delivery, development and implementation of service projects and programs, and control over fiscal management.

RESPONSIBILITIES

The Executive Director is responsible for:

- Overseeing, managing and growing KRREA;
- Developing, initiating and implementing effective region-wide service initiatives and programs within set timelines and meeting delivery outcomes;
- Managing the day-to-day operations by working closely with the Board; managing partner and fund relationships; supervising contract project work and consultants; and managing fiscal controls;
- Building and managing networks and partner and regional relationship bases and collaborations by working with various groups, businesses, regional agencies and constituencies in the private sector, Aboriginal organizations and government;
- Securing funding for future years' operations; and,
- Providing leadership in the region in economic development by articulating the region's economic vision, promoting KRREA, achieving results, and setting and planning strategic economic direction and growth in the region by engaging the private sector and building cross-sector collaborations.

SPECIFIC DUTIES

- Develop and implement an annual work plan and budget based on priorities identified by the Board and requirements of the KRREA partners;
- Establish and maintain contact with partners, businesses, agencies, Aboriginal and regional organizations to determine opportunities and collaborations and to engage in region-wide economic development initiatives;
- Prepare stand-alone and partnered project proposals and funding applications and leverage funding resources;
- Coordinate and implement a regional strategic economic development plan, deliver a regional brand, and initiate business retention and expansion activities;
- Strengthen KRREA's presence and profile in the region and with economic service partners;
- Implement communications to partners and the media
- Represent the alliance and the region within the region, with other industry organizations and with government;
- Develop links and communicate KRREA initiatives and regional economic information to partners, businesses, communities, Aboriginal organizations and the region;
- Implement results-driven region-wide and sector business development and infrastructure initiatives;
- Provide input, consultation and support to the Board and Committees on a regular basis;
- Research and remain current on economic development issues and programs of importance to the region and businesses; and,
- Track results and deliverables and prepare quarterly reports for the Board.

SKILLS AND KNOWLEDGE

- Project management, business planning and marketing skills;
- Ability to build relationships and work with a variety of groups, businesses, agencies and partners;
- Ability to energize, provide support and guidance, initiate and encourage collaborations and change and direct multi-disciplinary groups to achieve results;
- Ability to articulate and transform vision and ideas into concrete, impact programs;
- Ability to manage and work on a number of projects concurrently;
- Working knowledge of Board governance and policies;
- Excellent communications and presentation skills, interpersonal skills;
- Demonstrated skills in financial management and securing funding;
- Demonstrated skills in grant and proposal writing and outcome reporting;
- Ability to chair meetings, facilitate and engage diverse groups, businesses and entities;
- Knowledge and an understanding of the issues and opportunities surrounding business and economic development in the East Kootenay region;
- Strong computer skills (MS Word, Excel, Powerpoint, Access);
- Knowledge of provincial and federal agencies and policies relating to economic development;
- Above-average English language skills: written and oral.

BACKGROUND

The following background or a combination of relevant experience is preferred:

- Proven track record of successful performance at the management level: leadership, staff supervision, strategic planning, budget development, development and delivery of economic development service initiatives, and fiscal management and reporting;
- Experience in business / entrepreneur and economic development
- Track record working with start-up organizations and growing organizations;
- Demonstrated success in proposal and fund development and leveraging resources;
- Experience working with volunteer boards;
- Experience developing, initiating, implementing, delivering and monitoring initiatives and/or programs to successful completion and in project management;
- Experience working with government and sector funding agencies, programs, processes and reporting;
- Experience engaging and facilitating group discussions and cross-sector collaborations;
- Experience managing effectively human and financial resources;
- Demonstrated aptitude for creating a positive environment for clients and staff;
- Experience in business development, business retention and expansion and investment attraction;
- Excellence in relationship building and networking;
- Experience in communications with partners and the media;
- Experience working in and with the private, public and Aboriginal sectors; and,
- Completion of post secondary education in business, commerce or economic development preferred; or an acceptable combination of relevant experience, training and education related to the duties of the position.

ADDITIONAL INFORMATION ABOUT THE POSITION

This is a performance-based full time position. A Personal Services contract and contract package will be negotiated. No relocation expenses are provided. The initial engagement is limited to a twelve (12) month period, with possibility of extension subject to confirmation of funding. The Executive Director will play a lead role in securing funding for continuation of the position and the organization.

This is an opportunity for someone to work from a home-based office. Remuneration is offered to cover home office expenses. The position is based in the East Kootenay region of British Columbia, within the defined geographic area for KRREA (see below). The successful candidate will reside within the KRREA defined geographic area.

Travel is required within the KRREA region and some outside the region. A vehicle and valid driver's licence are required.

Partial administrative support and partnerships for shared office and administration with compatible agencies can be explored. Additional project support staff will be provided on a project-by-project basis.

GEOGRAPHIC AREA OF KRREA

The geographic area of KRREA is from Golden and CSRD Area A in the north, south through the region extending to Cranbrook, east to Elkford and the Alberta border, and west to Creston and the eastern area of Kootenay Lake area.

For more information on KRREA, visit **www.krrea.org**.

We thank all those who apply. Only those selected for the next stage of the selection process will be contacted.