



J O B P O S T I N G

EXECUTIVE DIRECTOR

**Old Town Kemptville Business Improvement Area
Municipality of North Grenville**

Old Town Kemptville Business Improvement Area (OTK BIA) is located in Kemptville (North Grenville) in eastern Ontario housing a unique blend of small town and rural culture. North Grenville is situated between Canada's National Capital – Ottawa and the St. Lawrence River, only a 30-minute drive along the Veterans Memorial Highway (416), to either destination.

Application:

OTK BIA is seeking to fill the position of **Executive Director**. Interested applicants may submit a cover letter and resume outlining qualifications in confidence to chair@downtownkemptville.ca by **Feb.20, 2025 no later than 4 p.m. EST**.

Email: chair@downtownkemptville.ca

Responsibilities:

Reporting to the Chair of the OTK BIA, the Executive Director is responsible for the successful leadership and management of the organization in accordance with the strategic direction set out by the board of directors in the 2025 Business Plan

<https://downtownkemptville.com/otk-bia-business-plan-2025/>

Job Description:

We are seeking a detail-oriented and organized individual to serve as an Executive Director within our organization.

This multifaceted position requires strong leadership qualities, excellent communication skills including both written and verbal, effective marketing ability, computer and social media literacy, ability to be self motivated and work effectively on a team as well as independently. This position will provide essential support in a fast-paced environment and the role requires a strong background in administrative tasks, event coordination, and member management, especially within a board setting.

If you care about small business and want to make a difference through enhancing member communication and building strong relationships within the community and you're highly organized, proactive, and committed to excellence, we want to hear from you!

Key Responsibilities:

Board Meeting Coordination:

- Attend board meetings and take detailed notes, capturing key discussions, decisions, and action items.
- Prepare and distribute meeting agendas promptly, collaborating with board members and leadership.
- Maintain organized records of meeting materials and follow-up actions.
- Manage documents and calendars using Google Workspace, ensuring effective collaboration.
- Design engaging PowerPoint presentations and materials for board meetings.
- Assist with email communications and campaigns through Mailchimp.
- Conduct surveys via SurveyMonkey to assess member satisfaction.
- Handle logistics for board meetings, including scheduling, venue, and technology setup.

Events Coordination:

- Manage and coordinate various events, including Buskerfest, Easter Bunny Hop, Kreepy Kemptville, Old Town Christmas, and South Branch Serenade.
- Recruit and organize volunteers for event operations.
- Oversee event promotion and advertising to boost participation and community engagement.
- Handle administrative tasks and ensure smooth daily operations.
- Must be available to work evenings and weekends as needed
- Maintain flexibility in scheduling to accommodate impromptu meetings with partnering organizations and respond to requests outside of regular working hours.

Member Management:

- Use SurveyMonkey and Mailchimp to manage member communications and engagement.
- Develop a monthly newsletter with valuable content to help members improve business practices and stay informed on organizational and community updates.
- Regularly meet with members to foster relationships and act as the face of the organization.
- Build and maintain partnerships with local organizations to support collaboration.
- Work a flexible schedule, with designated in-office hours for member drop-ins as part of a 40-hour work week.

Marketing and Advertising:

- Write monthly articles for the local newspaper to promote the organization and its initiatives.
- Create engaging social media content that highlights the organization, its members, and upcoming events.
- Keep website up to date regularly, including a directory of businesses in our directory

- Manage social media platforms (Facebook and Instagram), including responding to comments, sharing relevant content, and analyzing engagement metrics.
- Develop a monthly newsletter for the public to keep the community informed about happenings in the downtown area and among local businesses.

Qualifications:

- Proven experience in administrative support, event coordination, and member management.
- Familiarity with WordPress, municipal governance, and related tools (Mailchimp, Canva, SurveyMonkey) is a plus.
- Strong written and verbal communication skills.
- Ability to work independently, meet deadlines, and maintain professionalism.

Why Join Us?

As an Executive Director, you will play a crucial role in supporting the board, assisting with community events and making a difference to small businesses in our community. If you are a highly organized, proactive, motivated individual who is committed to excellence and is looking to gain experience in a dynamic environment, we would love to hear from you!

Compensation:

This independent contractor position is **\$50,000.00** plus HST. Includes after office hours for events, meetings and conferences.

The foregoing description reflects the general duties necessary to describe the principal functions of the job identified and shall not be construed to be all of the work requirements that may be inherent in this classification. An official job description can be found on our website <https://downtownkemptville.com/job-posting-executive-director/>

We thank all those who apply; however, only those applicants selected for an interview will be contacted.

OTK BIA is an equal opportunity employer committed to inclusive, barrier-free recruitment and selection processes and work environments. We will accommodate the needs of applicants under the Ontario Human Rights Code, the Accessibility for Ontarians with Disabilities Act (AODA) and any other applicable legislation throughout all stages of the recruitment and selection process.