



The Uptown Rutland Business Association is seeking an Executive Director

Location:

The Uptown Rutland Business Association is seeking an Executive Director to build upon its vision of a flourishing business community that is clean, safe, vibrant and filled with energy and opportunity. This is a great opportunity for a seasoned leader to influence positive economic growth and prosperity in Uptown Rutland.

About URBA

URBA is a non-profit business improvement association established over 20 years ago and comprised of over 220 member businesses residing in the Rutland core business area. Members are property owners or tenants spanning a broad range of business categories. Core operating funds for URBA come from levies collected by the Kelowna municipality from commercial properties in the area. To further URBA's mandate and to meet the needs of its members, URBA must also access additional funding through partners, contracts for service, corporate sponsorships, grants and event profits.

For more information, visit: ourrutland.ca

About the Executive Director Role

The Executive Director (ED), along with the Board, serve as the voice of URBA on behalf of its membership, advocating for the business community and fostering collaboration with multiple stakeholders. Reporting to the Board of Directors, the ED brings an understanding of governance along with a passion to enhance the vibrancy and economic growth of the Uptown Rutland business community. Responsible for leading and managing a small but mighty team of 4 staff, the role requires the ability to be nimble while remaining focused. This is a remote working arrangement until permanent office space can be acquired. It requires regular in-person presence in the Rutland community of the City of Kelowna. Residency nearby or within the Rutland community is considered an asset.



Qualifications and Skills

This role will appeal to an ambitious and engaging self-starter with proven competencies in strategic planning, organizational development, community engagement and revenue generation. The ideal candidate brings interpersonal skills to effectively advocate, negotiate and problem solve in a complex, multi-stakeholder environment. A combination of education and relevant experience should reflect over five years of progressive leadership growth. Knowledge of and residency in the Rutland community is an asset.

Compensation and Benefits

- 0.8 FTE Monday through Friday with some early morning, evenings and weekend requirements
- Annual salary between \$70,000 - \$80,000 for 0.8 FTE
- Benefits package and professional development opportunities available.

How to Apply

URBA is committed to fostering an inclusive, respectful, and equitable workplace. We welcome applications from individuals of all backgrounds, experiences, and identities, and encourage those who can contribute to the diversity of our community to apply.

Submit your resume and cover letter to: **executivedirector@uptownrutland.com** with the subject line *"Executive Director Recruitment."* Applications will be reviewed upon receipt and open until positions are filled. Only those selected for an interview will be contacted.