

## **MANAGER, POLICY AND ECONOMIC DEVELOPMENT**

The Downtown Winnipeg BIZ promotes, cares and advocates for a vibrant and inclusive downtown where business thrives and people are drawn to work, live, shop and explore. We host events, promote downtown, keep the neighbourhood clean and attractive and are a voice for the downtown community. Our downtown is on Treaty No. 1 territory and the National Homeland of the Red River Métis.

### **POSITION SUMMARY**

The Manager, Policy and Economic Development is responsible for executing the strategic direction for the policy and economic development programs at the Downtown Winnipeg BIZ. This position involves leading a team to research, collect and analyze a range of economic and business development data, identify opportunities for development in the downtown and support business retention and attraction activities. The manager brings a strong understanding of all levels of government and achieving policy and advocacy priorities.

As the Manager, Policy & Economic Development you will be part of a creative and dynamic team that believes in embracing change, fostering innovation and is dedicated to truly making an impact in the heart of our city. We are guided by our values: Respect, Collaboration, Innovation and Excellence, and Inclusion.

The ideal candidate is a strategic leader who is passionate about people and downtown Winnipeg, who builds and maintains good working relationships with internal and external stakeholders to support the strategic direction of the organization.

### **KEY RESPONSIBILITIES**

- Provide timely and strategic support on issues related to policy and economic development downtown
- Lead the strategic direction and implementation of all policy and economic development programs including identifying key performance indicators
- Develop and lead new initiatives in the areas of policy and advocacy, business supports and market research.
- Develop and maintain the budgets for the Policy and Economic Development department
- Develop and strengthen external relationships with partner organizations, existing and potential BIZ members and all levels of government
- Maintain an understanding of the economic landscape of Winnipeg and how it relates to activities in downtown
- Track and inform senior staff of relevant legislative and policy actions at the federal, provincial and municipal government levels that could affect the operations of the organization or our stakeholders
- Track, evaluate and report on key departmental metrics
- Support cross functional collaboration throughout the organization
- Lead the team to research, collect and analyze a range of data to further the strategic goals of the department.
- Apply effective management skills to build and maintain an efficient work team through proper hiring, training, motivation and performance management practices.

## REQUIREMENTS:

- Minimum three years experience in a leadership role
- Post secondary education in Economics, Public or Business Administration or related discipline.
- Demonstrated understanding of principles and practices of economic development and ability to accurately evaluate and effectively communicate and report on economic development projects and programs.
- Demonstrated understanding of the political and policy climate across all levels of government.
- Enthusiastic self-starter with the ability to quickly learn and understand concepts, problem solve, take ownership, and manage work with minimal supervision.
- Strong leadership and coaching skills to support a diverse and highly productive team
- Excellent verbal and written communication skills
- Excellent organizational skills with the ability to manage competing priorities.
- Demonstrated ability to effectively lead program initiatives.
- Ability to establish and maintain collaborative working relationships with both public and private sector stakeholders.
- Project management knowledge, research and database management experience, and computer applications expertise (e.g. MS Office, Excel, Power Point)
- Ability to analyze information and distill, summarize and share key information with others to assist in decision making

## WORK ENVIRONMENT & CULTURE

The Downtown Winnipeg BIZ embodies a culture of collaboration and customer service. We have a diverse team that is encouraged to provide input and participate on committees to inform workplace values and influence the culture and environment. Working in the heart of downtown, we take time to enjoy the amenities and community around us; through participation in our own programs, staff celebrations, and the endless number of events located downtown. We offer employer paid benefits, numerous professional development opportunities, a 35-hour work week, subsidized transit passes, “Furry Fridays” (bring your pet to work days) and early access to information about fun things happening in the heart of the city. Our organization’s success is powered by our passionate team. Downtown is moving forward – be a part of the team at the centre of the action!

The Downtown Winnipeg BIZ is committed to equity, diversity and accessibility in the workplace. We strive to have a team that reflects our downtown where diverse abilities, backgrounds, cultures, identities, languages, and perspectives are valued and drive a high standard of service and innovation. We encourage candidates to speak to this in their application.

**QUALIFIED CANDIDATES** should submit their cover letter and resume with salary expectations to [careers@downtownwinnipegbiz.com](mailto:careers@downtownwinnipegbiz.com). Please include position title in the subject line. Please be advised only those selected for an interview will be contacted. **This posting will remain open until filled.**

*Applicants should identify if they require accommodation during the competition process on a confidential basis. This posting is available in alternate formats upon request.*