



## **Job Posting: Executive Director**

### **Caledonia Business Improvement Area**

6-Month Contract (35 hours/week, with potential to transition to full-time employment)

Compensation: Competitive, based on experience and qualifications

**Posting Date: April 15, 2026 / Application Deadline: May 5, 2026**

#### **About the Caledonia BIA**

The Caledonia Business Improvement Area (BIA) represents a network of businesses and property owners committed to strengthening the economic vitality and appearance of the downtown core. Working in partnership with Haldimand County, the BIA supports local businesses, leads beautification initiatives, coordinates events, and promotes Caledonia as a destination to shop, dine, and visit.

#### **Position Overview**

The Executive Director is responsible for leading the operations, administration, and strategic initiatives of the Caledonia BIA. Reporting to the Board of Directors, the Executive Director provides leadership in organizational management, financial oversight, stakeholder engagement, communications, marketing, and community development.

The successful candidate will be a motivated, community-focused leader who thrives on collaboration, relationship-building, and results. The Executive Director must be present locally to engage in person with members and stakeholders.

## **Key Responsibilities**

### **Leadership & Administration**

- Implement Board-approved priorities and strategic initiatives
- Oversee daily operations and act as liaison to the Board
- Prepare agendas, reports, and correspondence
- Supervise staff, contractors, and volunteers
- Participate in committees and community partnerships

### **Financial Management**

- Oversee bookkeeping (AP/AR, payroll) using QuickBooks
- Develop and manage the annual budget
- Prepare financial reports and support annual audits
- Manage invoicing, internal controls, and grant reporting
- Identify and apply for grants and funding opportunities

### **Community & Stakeholder Relations**

- Act as primary contact for members and businesses
- Build relationships with Haldimand County and stakeholders
- Advocate for downtown economic development
- Maintain strong communication with members
- Represent the BIA at meetings and events

### **Marketing & Events**

- Plan and execute marketing initiatives and campaigns
- Coordinate community events
- Develop content for media, website, and social media
- Oversee social media, digital signage, and communication channels

### **Beautification & Placemaking**

- Manage seasonal decor and beautification projects
- Coordinate streetscape and public space improvements
- Enhance the downtown experience

## **Volunteer Management**

- Recruit Board and committee volunteers
- Define volunteer roles and responsibilities
- Provide ongoing support and guidance

## **Qualifications**

- Post-secondary education or equivalent experience
- 2+ years experience in leadership, nonprofit, or community roles
- Experience with budgeting and financial management
- Strong marketing, communication, and event coordination skills
- Excellent organizational and interpersonal skills
- Proficiency in Microsoft Office, Google Drive, QuickBooks, and social media tools
- Knowledge of municipal processes is an asset
- A valid Ontario driver's license and access to a reliable vehicle are required

## **Working Conditions**

- 35 hours per week with occasional evenings and weekends
- Attendance at quarterly Board meetings is mandatory, with additional meetings as required
- Combination of office and field work within the BIA district

## **How to Apply**

Submit your resume and cover letter to: [director@caledoniabia.ca](mailto:director@caledoniabia.ca)

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