



Exchange Inner City Job Posting – Permanent Director

Main Purpose and Function

Exchange Inner City is a community backbone organization focused on community economic development (CED) initiatives and is comprised of over 50+ representatives from Vancouver's Downtown Eastside (DTES) and inner city, specifically this includes; local residents, non-profit organizations, social enterprises, and businesses. Exchange Inner City's mission is to collectively cultivate a vibrant and inclusive local economy where all residents can prosper and live full, rewarding lives.

In 2016 Exchange Inner City was an advisory body to the City of Vancouver, called CEDSAC and worked with the City to co-create a DTES Community Economic Development Strategy. The CED Strategy was adopted by City Council on November 30, 2016. Since then, Exchange Inner City developed into an organization with its own funding and governance model in order to deliver and implement the City's CED strategy and continues to implement phase 2 of the strategy.

In addition to this specific responsibility, the Director will oversee the CED work and projects of Exchange Inner City in progress, including supervision of the Exchange Inner City staff, and is expected to secure funding for the organization on an annual basis.

Specific Duties/Responsibilities

The Director will:

- Develop a funding structure that secures the sustainability of the organization and organize an annual operating budget
- Prepare strategic plans, operational objectives and goals, and evaluate outcomes
- Prepare and submit annual outcome reports to funders
- Direct the work of Exchange Inner City currently underway, including:
 - Communications plans and website updates
 - Supervision of staff (Administrative staff and Local Card staff)
 - Coordination of Exchange Inner City Working Groups, Executive Committee, fee for service contracts, and CED projects underway
- Coordinate the hiring process of a Program Manager

Job Qualifications and Eligibility

Ideal Education and Experience:

- Diploma or university degree in Community Economic Development or relevant disciplines (Business Administration, Public Policy, Sociology, Psychology, Urban Studies, Urban Geography)



- 10+ years working in non-profits or in local government

Knowledge, Skills and Abilities:

- Superior level of English language communication skills, both written and oral
- Ability to facilitate meetings addressing complex and possibly emotionally charged issues in a neutral, diplomatic, constructive and proactive way
- Ability to work collaboratively with diverse groups, communities and partners
- Ability to lead organizational development and strategic planning processes with diverse stakeholder groups
- Ability to develop funding models, fund-raise for an organization, and manage budgets
- Ability to manage staff toward successful achievement of organizational goals
- Knowledge and understanding of the Downtown Eastside low-income community and the needs of its residents
- Thorough knowledge of the principles, practices and techniques relating to community economic development and community organizing, including social and local procurement, community benefit agreements, peer work models, social impact and local employment, community investments, co-operatives, urban food production, local small business, social enterprise, and social innovation
- Ability to work constructively with multiple levels of government
- Thorough knowledge of current public policy environment as it relates to issues of social justice and economic development, including poverty alleviation, the informal economy, circular economy, mental health and addiction
- Good understanding of Canada's Truth & Reconciliation Commission's 94 calls to action, and the actions adopted by the City of Vancouver as a 'City of Reconciliation' and the Vancouver Parks Board

Job Structure & Time Commitment

This is a permanent, full-time position. The Director is expected to work 37.5 hours per week and is eligible to three weeks paid vacation, including statutory holidays.