



Vancity Community Foundation

Managing Director – 312 Main –Job Posting

A project of [Vancity Community Foundation](#), 312 Main is a Centre for Social and Economic Innovation located in the Downtown Eastside in the former Vancouver Police Department Headquarters. The building is transforming into a home for a dynamic coworking community of social entrepreneurs, technology innovators, community organizations and artists, and the location for future community and cultural events. 312 Main aims to contribute to building an inclusive, collaborative and innovative community committed to working together to create positive social and economic impact in the neighbourhood and city.

For more information on 312 Main, see our website: www.312main.ca

The Role: We are seeking a **Managing Director** to provide both inspired leadership and effective management and oversight of day to day operations. You are an experienced manager with a collaborative, results-oriented approach. You have a strong business acumen and entrepreneurial spirit coupled with a demonstrated commitment to social justice. You excel at building and maintaining relationships with multiple stakeholders, including government, funders, and grassroots organizations. And you thrive in an environment that is dynamic and inclusive with the potential to transform the community.

The Managing Director reports to the Executive Director of Vancity Community Foundation.

Responsibilities:

- Develop, manage and implement 312 Main operations and programming plans and budgets to ensure project sustainability and deliverables
- Oversee revenue generation, including business development and fundraising
- Manage key external stakeholder relationships including the City of Vancouver, other levels of government, funders, and community organizations
- Oversee lease negotiations, coworking member relations and development of the coworking community
- Lead the 312 Main staff team: develop and manage staffing plans, provide guidance and effective delegation, and oversee staff policies and guidelines

Desired Skills and Experience:

- Five or more years senior management experience in non-profit organizations or coworking spaces
- Post Secondary Education in a related field, such as Business or Community Planning
- Budget management skills, including budget preparation, analysis, decision-making and reporting
- Strong organizational abilities including planning, delegating, program development and task facilitation
- People leadership skills to provide trusted guidance, oversee performance management and model valued leadership behaviors to team
- Commitment to inclusive cross-cultural practices
- Commitment to embedding the spirit and substance of reconciliation in policies and operations
- Commitment to the core values of coworking: community, openness, collaboration, accessibility and sustainability
- Demonstrated experience and sensitivity in stewarding existing complex partnerships, and developing new relationships, with a multiplicity of stakeholders.
- Demonstrated ability to be a good listener, and to possess excellent oral and written communication and presentation skills
- Demonstrated track record in developing effective and engaged teams of staff and volunteers
- Experience in real estate and building management
- Connection to the neighbourhood and community

We commit to creating a welcoming, inclusive workplace and to working with people and communities to help them thrive and prosper. Diversity is integral to this commitment. Our diversity allows us to fully understand, connect to, and respond to the needs of our members and communities.

To apply for this position, please submit a covering letter and resume to vcf@vancity.com by Friday, December 14. We appreciate your interest in this position but only those shortlisted will be contacted.