

Storefront Manitoba

PO Box 27001 Winnipeg Square Winnipeg MB Canada R3C 4T3

Executive Director Storefront Manitoba

November 24, 2020

Storefront Manitoba is a project-based, not-for-profit organization dedicated to advancing the awareness and appreciation of architecture, design and the built environment throughout the province. The SfMB Executive Director is an energetic, dynamic and passionate advocate for these issues and, together with the Board of Directors, will help guide the vision and values of SfMB and implement our combined vision.

SfMB Values:

- the creation of interconnected and livable communities for all through an accessible, inclusive and collaborative process;
- the engagement of Manitobans through celebration and education of inspiring and meaningful design;
- the empowerment of a professional community that promotes and advocates for the value of good design;
- the importance of fostering critical discussions regarding design that influence decision-makers and shape a positive future.

Areas of Responsibility Include:

- providing leadership and mentorship to SfMB staff, and support for the Board of Directors;
- working together with the Board to implement strategic and operational priorities i.e. increasing awareness + promoting SfMB by actively participating in community events such as public presentations, collaborative meetings, juries, discussion panels, networking events, etc.;
- planning and coordinating SfMB administrative events including our Annual General Meeting;
- maintaining and growing sponsor relationships and fundraising/grant opportunities;
- overseeing SfMB's budget including the recording of transactions, preparation of annual budgets, coordination of the audit, and reporting on our year-end financial position;
- brainstorming and executing creative ideas i.e. forums, events, partnerships etc. on an ongoing basis;
- coordinating and maintaining media relations and preparation of media packages as required;
- general administrative duties i.e. banking, pre-authorized payments, meeting agendas and scheduling etc.;
- providing guidance and oversight to staff, interns, or volunteers as required;
- manage and coordinate programming of anticipated events including the Pop-Up event space [Spring/Summer 2021], Table for 1200 (Spring 2021), and others.

Board Members

Chairperson

Jeff Palmer

Secretary

Jaya Beange

Treasurer

Brandy O'Reilly

Directors

Pablo Batista

Richard Derksen

Nancy Maruca

Suzy Melo

Thomas Monteyne

Souk Xoumphonphackdy

Chris Wiebe

The logo for Storefront Manitoba (SfMB) consists of the letters 'SfMB' in a bold, pink, sans-serif font. The 'S' and 'f' are connected, and the 'M' and 'B' are also connected. The 'f' has a lowercase appearance.

Qualifications

- good knowledge of the Winnipeg design scene with a focus on the built environment. A degree in Architecture or the allied arts professions including Landscape Architecture, Interior Design, Urban Planning is considered an asset. Preference may be given to those with professional registration in any of these fields.
- leadership experience at a senior level with the ability to balance week to week responsibilities while executing on high level strategic objectives.
- experience in project management.
- creative, engaging and outgoing personality, ability to inspire and lead others.
- access to a workspace, computer and software (including word processing and spreadsheet programs), and familiarity with Adobe creative suite programs (InDesign, Photoshop, Illustrator).
- versatile and self-motivated; ability to operate independently.
- experience in/ability to maintain and generate budgets.
- experience in/ability to guide presentations, graphic materials and written content.
- experience with/ability to write grant proposals and sponsorship requests.
- comfortable with public speaking and appearing in front of a camera.
- experience in organizing and creating events and programs is an asset.

Remuneration

The Executive Director of Storefront Manitoba is a half-time position and offers annual compensation of \$40,000. The position is ideally suited for someone with other professional or personal interests.

How to Apply

Qualified persons interested in the position should forward their CV and cover letter to info@storefrontmb.ca by 4:00 p.m. **December 21, 2020**. Please indicate your available start date in your cover letter.

Inquiries can be directed by email to the Chair, Jeff Palmer, at jeff@aaaplanning.ca.

