

About the World Trade Centre Vancouver

World Trade Centre Vancouver (WTC-V) is a subsidiary of the Greater Vancouver Board of Trade dedicated to strengthening the export performance of small and medium-sized businesses in British Columbia.

As a member of the World Trade Centers Association, WTC-V provides exceptional global access for B.C. businesses with over 300 properties and trade services associations in nearly 100 countries worldwide.

WTC-V delivers unparalleled access to global-minded, highly-targeted audiences made up of the most influential C-suite and political leaders, small business owners, and thought-leaders in Western Canada and beyond.

Since November 2017, WTC-V has been instrumental in the international growth of over 500 B.C. companies, facilitating their entry into more than **44** countries. The results speak volumes: a remarkable average increase in export revenue of over **28%** and **CAD 1 million** per company within just 12 months of completing WTC-V's programs.

Position Description: Director, World Trade Centre Vancouver – Full Time

We are looking for a Director of the World Trade Centre-Vancouver (WTC-V) to be responsible for leading the dynamic team of five, delivering programs that support small and medium sized businesses in British Columbia to grow their revenues by finding new export markets.

The successful candidate will be an action-oriented, innovative, and dynamic individual with a demonstrated commitment teamwork and collaborative leadership. You find meaning in acting as a trusted adviser and senior member of the trade facilitation ecosystem in Vancouver and British Columbia. You enjoy networking and engaging with entrepreneurs, and you have a strong network in the province within the business community and governments. You have a knack for sales and promoting the brand and services of the WTC-V to potential companies, vendors, and partners.

Duties & Responsibilities

- Responsible for leading the team, strategy, and budget for World Trade Centre Vancouver (WTC-V).
- Providing oversight for staff and all programs including the Trade Accelerator Program (TAP), Digital Transformation Workshop (DTW), and the Market Activation Program (MAP), as well as supporting new program development aligned with alumni and SME-needs.
- Liaising and working with the World Trade Centre Advisory Committee.
- Growing and managing external relationships with private and public sector partners, including managing contractual obligations with governments.
- Leading revenue generation and supporting partnership renewal, development, and growth for private sector and government partners.
- Collaborating with the World Trade Centre Association, a global trade network with over 300 properties and trade services associations in nearly 100 countries.



- Responsible for growing the WTC-V brand in British Columbia and supporting the activities of our growing alumni base.
- Supports the team in recruitment and program delivery and development.

Qualifications

- Postsecondary education in commerce, international trade or a related area of study, or an equivalent combination of education and experience in the international trade sector.
- 10+ years of professional experience in international trade in the public or private sector.
- Strong knowledge of economic development principals as it relates to small and medium enterprises.

Competencies

- **Professionalism:** demonstrated expertise international trade and development and in the management of a complex organization in an internationally diverse and multicultural environment.
- **Leadership:** proven leadership skills and demonstrated ability to manage and coordinate multiple different activities/operations. Demonstrated flexibility in leadership by performing and/or overseeing the analysis of complex programme issues; empowering others to translate vision into results and create an enabling environment; anticipates and resolves conflicts by pursuing mutually agreeable solutions; continuously drives for change and improvement.
- **Vision:** ability to identify key strategic issues, opportunities, and risks and to clearly communicate links between the WTC's strategy and its parent GVBOT's goals; ability to support and execute sound vision of internal management and oversight.
- **Judgement/Decision-making:** strong, reliable, and mature judgement and decision-making skills with the ability to make difficult decisions under pressure; identifies the key issues in a complex situation and comes to the heart of the problem quickly; checks assumptions against facts.
- **Managing Performance:** ability to make timely decisions, establish priorities and coach, mentor, motivate and develop staff and encourage good performance; delegates responsibility, clarifies expectations and gives staff autonomy in important areas of their work; encourages others to set challenging goals; holds others accountable for achieving results related to their area of responsibility.
- **Partnership:** growing, renewing, and managing partnerships with external businesses, agencies, and governments with a mind to revenue generation and quality content.
- **Accountability:** takes ownership of all responsibilities and honours commitments; delivers outputs for which he/she has responsibility; takes responsibility for his/her own shortcomings and those of the work unit.
- **Communication:** excellent communication and negotiation skills required. Listens to others and is genuinely interested in having two-way communications; strong reputation of dealing honestly and openly with issues and staff; knowledge of modern management tools and practices and high level of information technology awareness needed to oversee appropriate utilization of information technology platforms and programmes.



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Special Factors

The standard work week is 37.5 hours. The successful applicant will need to maintain flexible scheduling as events and functions can occur outside of regular business hours. Occasional travel (likely quarterly) should be anticipated.

The role is a hybrid with the successful participant expected to be in the Vancouver office three days a week, with flexibility based on individual circumstances.

Compensation for this role will be between \$95,000 and \$115,000, depending on skills and experience.

If this still sounds like you, please apply by submitting a cover letter and resume to careers@boardoftrade.com with the subject line “Director, World Trade Centre-Vancouver”.