

EXECUTIVE DIRECTOR JOB DESCRIPTION

In cooperation with the board of directors, the Executive Director:

Visioning

- Participates in the creation of an organization vision that supports the Chamber of Commerce mission to be the collective voice of business, supporting responsible economic growth and prosperity in the Nicola Valley.
- Develops programs and services that work towards the vision, within the policy guidelines set by the board

Leadership

- Works in collaboration with staff, and relevant community agencies and groups, to accomplish objectives and to fulfill responsibilities
- Encourages team-building by facilitating open communication and positive working relationships with staff, board members, and other stakeholders
- Establishes control and follow-up mechanisms for the organization
- Works with the board to make the Chamber a leader in the community

Program Management

- Facilitates the research, planning, development, implementation, and evaluation of programs and services
- Makes sure that programs and services meet the board's policy guidelines and reflect the board's priorities
- Supervises the implementation of the organization's programs and services including strong social media skills and website design skills.
- Proactively promotes and develops the Membership Program with continuous improvements identified from stakeholders including the Board, existing and potential members, and community partners

Personnel Management

- Interprets board policy
- Sets clear, results-oriented goals, with realistic and measurable outcomes
- Supports goal achievement, and coaches and monitors performance
- Participates in semi-annual performance reviews with the Board and other regular coaching as required
- Assists individuals in developing the necessary skills to be successful within the organization
- Supports, develops, and encourages new initiatives that encompass the mission of the Chamber
- Provides regular, appropriate and constructive feedback
- Supervises the recruitment, selection, orientation and training of volunteers/contract staff

Financial Management

- Prepares the annual operating budget
- Implements the board's policies for the allocation and distribution of resources
- Maintains sound bookkeeping procedures
- Provides the board with regular statements of revenues and expenditures
- Administers the funds of the organization, according to the budget approved by the board

Risk Analysis

- Evaluates, in broad-based terms, the potential assets and liabilities of a project, proposal, or strategy
- Makes sure that both risks and opportunities have been identified and evaluated
- Assesses potential threats to the organizations image
- Assesses risks to the organization's financial security and growth

Hours of work will be 20-25 hours per week (flexible work schedule) with potential for increased hours. This is a contract position and will expire December 31, 2018 with an opportunity to renew. Reports to the Chamber of Commerce Board of Directors.

All enquiries to be directed to manuel@cfdcnv.com

Please submit your resume and cover letter by February 16, 2018.

Be advised that only successful shortlisted applicants will be contacted.