

# Job details

[Camrose & District Chamber of Commerce](#)

## Salary

From \$58,500 a year

## Job type

Full-time

Permanent

## Shift & schedule

8 hour shift

Monday to Friday

Evenings and Weekends as needed

## Application Details

Cover letter

Executive Director

*"The Camrose & District Chamber of Commerce is a community focused organization responding to the evolving needs of businesses."*

Our vision is to be a voice committed to building a strong business community.

The Camrose & District Chamber of Commerce ("Chamber") is a non-partisan not-for-profit organization. It acts as a unified voice for business, enabling its membership to accomplish collectively, what no one person can easily do individually.

## Position Overview

The Executive Director is responsible for the successful leadership, management and oversight of all activities of the Chamber, according to the strategic direction set by the Board of Directors. In conjunction with the Board, the Executive Director determines the direction and vision of the Chamber, developing its standards and executing its mission.

The Executive Director plays a key role in engaging and working with stakeholders within the Chamber area, including the Board of Directors, Membership, municipal and community partners. Your capacity for building relationships, careful strategic planning, managing logistics and competing priorities is strong.

In this position, the Executive Director will play a pivotal role in raising the profile and membership of the Camrose & District Chamber of Commerce, while enhancing member experience by maintaining the integrity and growth of the Chamber. This is an opportunity to impact the success of the Chamber movement in the Camrose area.

## Key Responsibilities

- Provides leadership to the staff and creates a high-performance culture to achieve the Chamber's mission, and strive to reach its vision.

- Translates the Strategic Plan into an operational plan and tactics with specific goals and objectives that align with the strategic direction of the Chamber.
- Ensures that the operation of the Chamber meets the expectations of its Members, Board and other key stakeholders, by overseeing the efficient and effective day-to-day operation of the Chamber.
- Ensures the Chamber operates within the boundaries and guidelines of the Board of Trade Act, the Canadian Not-for-Profit Act and the Best Practices of the Canadian and Alberta Chambers of Commerce.
- Identifies and evaluates the risks to the Chamber (e.g., staff, finances, goodwill, image) and presents risk mitigation strategies.
- Determines appropriate staffing requirements for effective management and program delivery.
- Recruits, leads and manages staff in accordance with established HR policies and in compliance with applicable legislative and regulatory requirements.
- Implements a performance management process for all staff, including establishing effective goals, providing regular feedback on staff performance, and conducting annual performance reviews.
- Environmental scans and identifies opportunities and acts on initiatives where the Chamber can play a lead role within the community.
- Continuously explores (alternative) financial/revenue growth options.
- Work with the Board to develop business cases to support new initiatives.
- Works with the Treasurer to prepare and present an annual budget to the Board of Directors.
- Monitors and manages the financial performance of the Chamber, in accordance with the approved annual budget.
- Researches grant opportunities, and drafts and submits grant proposals and supporting documents. Eg. Canada Summer Jobs, AB Government LMP Grants.
- Establishes effective working relationships with members, community groups, local government and politicians, and other stakeholders to help achieve the goals of the Chamber.
- Attends events and participates in community activities on behalf of the Chamber.

### **Bill Fowler Centre and Camrose Visitor Information Centre**

- As Executive Director, you will manage the Camrose Visitor Information Centre (VIC) as agreed in the MOU with the City of Camrose, including:
  - Submitting funding applications to the Canada Summer Jobs (CSJ) Program (at the beginning of January, Annually) and submit end-of-term reports to CSJ at by September 15<sup>th</sup> annually.
  - Advertising for and hiring summer students.
  - Train the students on site to work in the VIC to assist and welcome both tourist and Camrosians.
  - Keeping a record of and reporting visitor engagement numbers (at the beginning of January, Annually).

### **Knowledge, Skills and Experience**

- University degree or diploma (or equivalent) in business administration, finance or other related disciplines, and three (3)+ years of progressive management and leadership experience.
- Three (3)+ years of experience in a membership driven and non-profit organization is a great asset.
- Strong knowledge of people, finances, risk management and board governance.
- Experience working with a Board of Directors is a must.
- Superior communication and public speaking skills.
- Solid organizational abilities, including planning, delegating, program development and task facilitation.
- Strong financial management skills, including budget preparation, analysis, decision making and reporting.
- Demonstrated sponsorship and fundraising experience.
- An in-depth knowledge of QuickBooks will be essential.
- High level strategic thinking and planning. Ability to envision and convey the organization's strategic future to the staff, board, members, communities, partners, and funders.
- Knowledge of community challenges (business and otherwise) and opportunities relating to the mission of the Chamber.
- Proficiency in the use of technology and social media (e.g., Google suite, Microsoft suite, Canva, InDesign, E-mail, and other technology).
- A strong team player, with the ability to build and maintain positive relationships with both internal and external stakeholders.
- Positive attitude, detail and customer-oriented with good multitasking and organizational ability.
- Basic understanding of Chambers of Commerce purpose.
- The ability to prioritize and multi-task projects.
- Familiarity with the Camrose region is a definite asset.
- A valid driver's licence is required as there is the expectation the E.D. will travel to meetings and events in/out of Camrose.
- A security check including a clean driver's abstract will be required prior to hiring.

**Term:** This is a permanent full-time, salaried position.

**Benefits:** (to start after a 3-month probational period)

- Dental care
- Extended health care
- On-site parking
- Car Allowance of \$130.00 per month
- 2 weeks paid vacation
- 6 sick days and 6 personal days per year

**Hours:** A minimum of 37.5 hours per week, the ability to attend and support some early morning, evening and weekend events is required. 8 hour shift (1/2 off for lunch = 7.5 paid hours)

**Location:** Work will be conducted in the Chamber's office. There is an expectation that the incumbent resides in the close-by area and will be working in the office several days per week.

**Start Date:** In the fall of 2023.

We are dedicated to developing a supportive and inclusive workplace culture and we are committed to building a team that represents a variety of backgrounds, cultures, perspectives, and skills, which supports our diverse membership. Interested candidates should submit **a resume AND a cover letter** to [exec@camrosechamber.ca](mailto:exec@camrosechamber.ca) before **4:30pm on May 19, 2023**. We thank all applicants for their interest, however only those selected for an interview will be contacted. The successful candidate will be required to provide professional references and to undergo a satisfactory criminal record check prior to the commencement of employment.

Indeed options to select →

Salary: From \$58,500.00 - \$68,000.00 per year (Chamber of Commerce experience will be taken into consideration)

Flexible Language Requirement: French not required

Programs used "In-house": Quickbooks Desktop, InDesign, Canva Pro, Microsoft 365, OnVision

Work Location: In person

Application deadline: 2023-05-19

Successful applicants will be contacted. References will required upon interview process