

REVELSTOKE.

CHAMBER OF COMMERCE

Executive Director - Job Description

General Organization Description: The Revelstoke Chamber of Commerce is a non-profit organization offering services to local businesses including advocacy, business directory, news and events. The Chamber also manages the community visitor centre in partnership with the City of Revelstoke, Tourism Revelstoke, and Destination BC.

Job Status: Permanent, Full Time

Reporting Relationship & General Description: The Executive Director holds the key leadership position in the Chamber of Commerce and reports to a Board of Directors.

The Executive Director is responsible for the successful leadership and management of the organization according to the strategic direction set by the Board of Directors, in accordance with the Chamber's policies and bylaws. The Executive Director will implement the Chamber's programs and services, manage all staff members and work collaboratively with key community organizations and partners; including key partnerships with the City of Revelstoke Economic Development, Tourism Revelstoke, Revelstoke Accommodation Association and StartUp Revelstoke.

The Executive Director:

- has a good working knowledge of board governance & directs the staff's implementation of strategy and policy.
- Creates a working environment and relationships that encourages and supports innovation and creativity among staff, Board members and others

Summary of Responsibilities:

Set organizational action plans and identify resources to achieve the goals of the Board of Director's strategic plan.

Exercises considerable independent leadership and judgement in directing all day-to-day operations of the Chamber & Information Centre including strategic & operational planning, human resources, financial management, and project/event management. Prepare for and attend all board meetings.

Advocate for the business community with local and provincial government with Board support and engagement.

Leads the implementation and advancement of policy and government & community engagement through collaboration with respective community partners, staff and Board.

Key Responsibilities:

Leadership

- Participate with the Board in developing a vision and strategic plan to guide the organization
- Act as a professional advisor to the Board on all aspects of the organization's activities

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- In addition to the President of the Board, acts as a spokesperson for the organization
- Conduct correspondence on behalf of the Board and on behalf of the Chamber as appropriate
- Represent the organization at community activities to enhance the organization's community profile
- Work in collaboration with staff and relevant community agencies and organizations to accomplish objectives and fulfill responsibilities
- Encourage team building by facilitating open communication and positive working relationships
- Oversee the development and implementation of all membership and marketing initiatives
- Establish control and procedural mechanisms for the Chamber, for approval by the Board, which collectively form the operations policy manual

Strategic Planning

- Set specific goals and outcomes within the scope of the Chamber's strategic plan as adopted by Board
- Set program and service goals through the development of an annual business plan
- Identify the required resources to achieve the goals and objectives
- Communicate with membership to identify the community's changing needs and conditions
- Seek creative alternatives to address changing conditions and needs in serving the membership

Operational planning and management

- Develop an operational plan which incorporates goals and objectives that work towards the strategic direction of the organization
- Ensure that the operation of the organization meets the expectations of its members and the Board
- Oversee the efficient and effective day-to-day operation of the organization
- Draft policies for the approval of the Board and prepare procedures to implement the organizational policies
- Provide support to the Board by preparing meeting agenda/minutes and supporting materials

Financial planning and management

- Work with staff and the Board (Treasurer) to prepare a comprehensive annual operating budget
- Research funding sources, oversee development of fundraising plans and write proposals
- Approve expenditures within the authority delegated by the Board
- Maintain sound bookkeeping procedures
- Provide the Board with regular statements of revenues and expenditures
- Administer the funds of the organization according to the approved budget

Program management

- Facilitate research, planning, development, implementation, delivery and evaluation of all programs and services
- Ensure that the programs and services offered by the organization contribute to the organization's mission, and reflect the priorities of the Board, the strategic plan, and the Chamber policies

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- Monitor day-to-day delivery of the programs and services of the organization

Human resources & Personnel Management

- Hires, orientate & train, direct & supervise, and evaluate all staff members
- Oversee the implementation of the human resources policies, procedures and practices including the development of job description for all staff
- Establish a positive, healthy and safe work environment in accordance with all appropriate legislation and regulations
- Performs annual employee reviews
- Coach and mentor staff as appropriate to improve performance and develop the requisite skills to be successful within their position
- Foster a work environment of open and ongoing receptivity to change and constant improvement
- Support and encourage staff initiatives

Advocacy / Government and Community Engagement

- Public Relations Management; act as spokesperson for the Chamber along with the Board President
- Promote membership and community awareness of the Chamber's mission, objectives, goals, & work
- Participate in networking and community relations activities on behalf of the Chamber
- Build strong working relationships with those within the Chamber's sphere of influence (including community groups, local and provincial government, and other organizations), to help achieve the Chamber's goals as well as to enlist their support for common community goals
- Act as an advocate for Chamber members and Chamber programs

QUALIFICATIONS

Education & Experience

University degree or equivalent in a related field or previous work experience in a relatable role.
Minimum 3-year progressive management experience and not-for-profit experience an asset.

Knowledge, skills and abilities:

- Leadership and management principles as they relate to not-for-profit organizations is an asset
- Human resources & financial management
- Project & event management
- Board Governance Model
- Current community challenges and opportunities relating to the mission of the organization
- Computer skills including Microsoft office suite & familiar with Quickbooks

Personal Characteristics

Adaptability: Demonstrate a willingness to be flexible, versatile and/or tolerant in a changing work environment while maintaining effectiveness and efficiency

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Behave Ethically: Understand ethical behaviour and business practice, and ensure that his/her own behaviour and the behaviour of others is consistent with these standards and aligns with the values of the organization

Build Relationships: Establish and maintain positive working relationships with others, both internally and externally, to achieve the goals of the organization

Communicate Effectively: Speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques

Creativity/Innovation: Develop new and unique ways to improve operations of the organization and to create new opportunities

Foster Teamwork: Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness

Lead: Positively influence others to achieve results that are in the best interest of the organization

Make Decisions: Assess situations to determine the importance, urgency and risks, and make clear decisions which are timely and in the best interests of the organization

Organize: Set priorities, develop a work schedule, monitor progress towards goals, and track details, data, information and activities

Plan: Determine strategies to move the organization forward, set goals, create and implement actions plans, and evaluate the process and results

Solve Problems: Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem

Think Strategically: Assesses options and actions based on trends and conditions in the environment, and the vision and values of the organization

APPLICATION PROCESS

Please submit your resume with a cover letter including salary expectations to:

Revelstoke Chamber of Commerce

PO Box 490, Revelstoke, BC, V0E 2S0

Or by e-mail to: info@revelstokechamber.com

Application deadline: 4:30PM, Wednesday August 7th, 2018