



Executive Director - Job Description

Job Status: Permanent, Full Time

Reporting to: The Board of Directors

General Description:

The Executive Director holds the key leadership position in the organization. Under the authority of the Board, the Executive Director assumes complete responsibility for carrying out assigned policies and regulations. The Executive Director has the authority to direct the implementation of the organization's programs and services, and is responsible for the management of all staff members and volunteers. Direct day-to-day operation of the Chamber, Visitor/Business Information Centers and Tourism marketing, including: Human resources, policy, financial, project and special event management. Prepare for and attend all Board meetings.

Summary of Responsibilities:

- Directs the day-to-day operation of the Chamber
- Implements policy
- Directs and achievement of the board's strategic goals
- Hires, delegates, supervises, evaluates and releases staff
- Attends all board meetings

Key Responsibilities:

1. **Policy Management**

- Has a good working knowledge of the board governance model
- Administers the day-to-day operations of the organization
- Directs the staff's implementation of policy

2. **Strategic Planning**

- Ensures that both risks and opportunities have been identified and evaluated and recommend changes when required
- Sets specific organizational action plans and identify the required resources to achieve the goals of the board of directors' strategic plan
- Sets program and service goals through the development of an annual business plan
- Collaborates with staff, and relevant community agencies and groups, to accomplish objectives and to fulfill responsibilities and act as an advocate for the organization, Chamber members and programs in the community

3. 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
- Works with the board to make the Chamber a leader in the community

4. Program Management

The Executive Director:

- Facilitates the research, planning, development, implement and evaluation of programs and services that work towards the vision, within the policy guidelines set by the board.
- Supports board committees as needed, while refraining from doing the work of the committees

5. Personnel Management

- Hires, directs, supervises, motivates, evaluates and releases staff
- Sets clear, results-oriented goals for staff, with realistic and measurable outcomes
- Performs annual reviews for each employee
- Assists individuals in developing the necessary skills to be successful within the organization
- Supports and encourages staff initiatives
- Provides regular, appropriate, and constructive feedback

6. Fiscal 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

7. Public Relations Management

- Acts as an advocate for the organization and its programs in the community
- Participates in networking and community relations activities on behalf of the organization
- Builds strong working relationships with others, both inside and outside the organization and enlists their support for accomplishing tasks
- Works with key external funding partners and identifies new funding opportunities
- Facilitates a communication plan that informs the community of the activities and direction of the organization
- Manages membership retention and recruitment efforts

Skills & Education:

Knowledge of: current community challenges and opportunities relating to the mission of the organization; human resources & fiscal management; project and event management; tourism sales and marketing; board governance model; computer skills, including Microsoft suite and QuickBooks. Project Management and experience working with a diverse group of stake-holders experience would be an asset. Experience with board of trade, economic development and/or business retention and expansion experience is an asset.

University degree or equivalent in a related field and minimum 5 years management experience.

Application Process:

If you are interested in applying for this opportunity, please submit your resume with a covering 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, July 28, 2017