

Job Title:

Executive Director, Dawson Creek & District Chamber of Commerce

Reports to:

Board of Directors

Supervises:

Executive Assistant

Position Summary:

The Executive Director of the Dawson Creek and District Chamber of Commerce (Chamber) is responsible for managing the operations of the Chamber, and implementing initiatives and programs, as directed by the Board of Directors (Board) and aligned with the Chamber's strategic plan, budget, and policies.

The Executive Director would be responsible for determining marketing and community engagement efforts, advocacy, financial and building management, and the day-to-day operations of the Chamber Building.

Position Description:

The successful candidate would be responsible for:

1. Marketing, communication, and advocacy on behalf of the Dawson Creek & District Chamber of Commerce and members.
2. Budgeting, demonstrating sound financial management skills, and ensuring that all expenditures are within approved budgets and spending limits.
3. Conducting research and making recommendations to the Board regarding initiatives and programming.
4. Researching and preparing grant applications to assist in carrying out projects, as aligned with the Strategic Plan and Board directives.
5. Scheduling and preparing for Board meetings.

6. Supporting strong communications and collaboration with key stakeholders in Dawson Creek and Northeast British Columbia, as well as representatives of federal, provincial, and municipal governments, as appropriate.
7. Maintaining a high degree of professionalism and exhibiting sound judgement and decision-making skills.
8. Sustaining and building meaningful relationships with new and existing Chamber members and stakeholders.
9. Supervising and determining the workload of the Executive Assistant.
10. Managing The Chamber Building, including leases and property management.
11. Maintaining confidentiality and integrity of the Chamber and its members.

Qualifications:

- Experience in a community-facing role or working with non-profit organizations, would be an asset.
- Good critical-thinking and creative and resourceful problem-solving skills.
- Excellent written and digital literacy skills.
- Comfortable speaking in public settings and on behalf of the organization.
- Able to function as a member of a team while working independently with minimal supervision, at the same time staying committed to customer service and the goals of the Chamber.
- Demonstrated financial management skills.
- Experience with event management.
- Experience writing grant applications would be an asset.
- Experience with digital communications and advertising would be an asset.
- Must have a valid Driver's Licence and be able to provide an acceptable driver's abstract and a satisfactory criminal record check.

Working Conditions:

- Minimum of 27 hours per week, but Board is open to part-time or full-time applicants.
- Must be adaptable to attend evening and weekend meetings and events, as required.



- Must be comfortable driving to meetings and events, as required.
- Fast-paced environment and competing priorities.
- Role would require the use of a personal vehicle.
- Expenses would be reimbursed, as appropriate and according to policy.

Applications should be addressed and submitted to the Board of Directors, via email at board@dawsoncreekchamber.ca, including a cover letter and resume.

The position will remain open until a suitable candidate is found.