



The Greater Kingston Chamber of Commerce, the leading voice for a smart business community, is HIRING. We are looking for an outgoing and organized individual as the Chamber's Executive Director. The ideal candidate will be a professional leader, who will effectively drive the strategic plan forward as set by the Board of Directors while championing our mission of engaging our membership through networking, advocacy and education to support a smart, livable city. This is a full-time, permanent opportunity for the community oriented candidate with a strong understanding of business, government and customer relations.

KEY DUTIES & RESPONSIBILITIES

1. Strategic Leadership - responsible for the implementation of the Mission Statement including ensuring the successful completion of annual objectives and initiatives as determined by the Board of Directors and developing strategies for the long-term viability of the Chamber and its mission;
2. Organizational Leadership/Management – responsible for effectively leading and managing the Chamber operations and its staff;
3. Financial Leadership/Management – responsible for operating the Chamber within the approved budget under the direction of the Board of Directors;
4. Board Support and Leadership – supports and reports effectively to the Board of Directors;
5. Community Relations and Capacity Development – responsible for external promotion including ensuring effective liaison and resource with membership, external stakeholders, community groups, leaders, and organizations and maintaining effective membership relations

POSITION SUMMARY:

- Managing overall Chamber operations
- Maintaining and enhancing community and government relations
- Working with and communicating with the Board of Directors
- Overseeing the current strategic plan

- Preparing and administering an annual budget
- Monitoring monthly cash flow
- Managing and developing membership
- Supervising staff

QUALIFICATIONS

- A university or college degree in a related field
- Five years nonprofit or for-profit management
- Excellent verbal and written communication skills
- Experience in effectively leading and motivating volunteers & staff
- Understanding of creating and executing budgets
- Excellent presentation and public speaking skills
- Strong people skills including management/leadership abilities
- Self-motivated, innovative and goal oriented
- Strong organization, administrative and computer skills
- Experience with event planning and media relations considered an asset
- Genuine interest in local community
- Eligible to work legally in Canada
- Valid Driver's License and access to personal vehicle

COMPENSATION AND HOURS:

- Competitive salary and benefits package
- Scheduled hours are typically during normal business hours, however, the Executive Director must be available to attend before business and evening events.

HOW TO APPLY:

Please send your resume and cover letter to Melody Knott at chair@kingstonchamber.ca **no later than November 15, 2018 at 5 p.m. EST.**

Please note that we encourage all interested and qualified applicants to apply, however only successful candidates will be contacted for an interview.