

The Kimberley & District Chamber of Commerce is currently seeking a new

GENERAL MANAGER

and is accepting applications from experienced & qualified candidates.

Vision Statement: The Kimberley Chamber of Commerce is “the Voice” of our business community.

Mission Statement: The Kimberley Chamber of Commerce serves its membership through leadership in the promotion, development, growth and prosperity of business in our community.

Job Status: Permanent, 25-30 hours per week

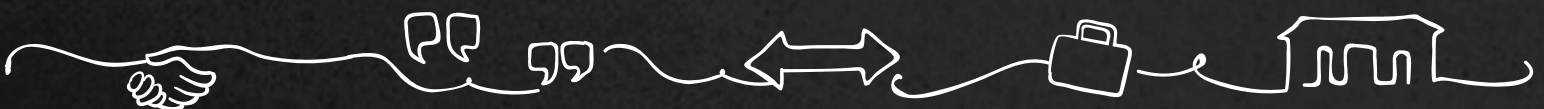
Reporting to: The Board of Directors

Position Description: This position requires a strategic and innovative leader who will work with various stakeholders such as government, business and community leaders to evolve and grow the Chamber of Commerce for long-term sustainability and maximize value for its membership.

PREFERRED QUALIFICATIONS & EXPERIENCE

- Demonstrated experience in a Chamber of Commerce, Not for Profit or Enterprise
- Business or Public administration degree or equivalent education/work experience, with specific experience in stakeholder relations, communications, marketing, finance and accounting, human resource management and operations.
- Strong business acumen, problem solving, decision-making skills
- Excellent communication skills (both verbal and written), including ease with public speaking
- Understanding of and experience in dealing with local, provincial & federal government policies, legislation and procedures
- Local knowledge of Kimberley & District/Kootenay business communities would be beneficial, but not mandatory
- Ability to effectively communicate with the local community and various media outlets
- Proven success in leading and executing collaborative community programs and initiatives
- Proven ability to develop and nurture strong customer/member relationships providing real value for members to maintain and grow membership
- Experience with creating financially successful events and securing sponsorships from business/business leaders.
- Exceptional organizational and time management skills, with the ability to prioritize and manage multiple assignments at one time.
- Experience managing finances with a strong knowledge of business accounting practices
- A diplomatic style that engenders trust
- Proven proficiency in Quickbooks, Microsoft Office and Social Media platforms
- Valid BC Driver’s License and reliable personal vehicle transportation

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KEY RESPONSIBILITIES

- Responsible for the management and day-to-day operations of the Chamber according to strategic direction set by the Board, in accordance with the Chamber's policies and bylaws.
- The manager is the principal, on-site staff person responsible for coordinating all Chamber project activities locally and representing the business community.
- Emphasis on governance, membership growth, policy and advocacy, and revenue generation.
- Provide strong leadership while keeping the board informed and being responsive to the needs of members.
- Developing and managing annual budgets that are aligned to the strategic goals of the organization.
- Ensuring financial soundness, transparency and a balanced annual budget.
- Ensure the integrity and viability of the Chamber's finances, including control of operating expenditures, monthly financial reviews/updates and recommendations to the Board.
- Delivering exceptional value to our members and sponsors so we attract more of both
- Develop and maintain membership development and retention programs; diverse and relevant service offerings for members (including but not limited to events, educational programs, member engagement) ensuring financial viability and quality standards.
- Ability to effectively lead, plan, organize, and control details of multiple projects
- Fully understand issues confronting business and property owners, public agencies, and community organizations, and advocate for the same.
- Identify new funding opportunities, including writing proposals to apply for financial grants
- Prepare for and attend all board meetings and act as a consultant to the board, its committees and task forces.
- Participate, and when necessary lead networking and community related activities on behalf of the organization, representing the Kimberley & District Chamber whenever possible at official Chamber events and functions (some irregular hours).
- Ensure appropriate Kimberley & District Chamber representation at any relevant business and public events, including representation by the Board Chair and members of the board.
- Oversee any and all communications programs from the Chamber on any matters, including but not limited to, member communication vehicles, media releases, electronic newsletters, publications, marketing materials, and social media.
- Keep well informed and up to date regarding issues, participate in the BC Chamber of Commerce and Canadian Chamber of Commerce calls, communications, and attend the conferences.

Compensation is commensurate with knowledge and experience, and includes fully paid health/dental benefits.

APPLICATION PROCESS:

Serious candidates please submit a cover letter, resume and references to info@kimberleychamber.com.

Please include your salary expectations in the cover letter. Deadline for applications is Sept. 15th, 2019

We thank each applicant for taking the time and effort to respond, however only short-listed candidates will be contacted for an interview.

