

Job Description – *Executive Director* **CAMPBELL RIVER CHAMBER OF COMMERCE**

General Description

The Executive Director will report directly to The Board and will provide high profile leadership, vision, guidance and strategic direction for the programs of The Chamber.

Responsibilities and Accountabilities

The Executive Director will:

- facilitate and lead staff and board efforts to achieve the mission and goals of The Chamber as approved by The Board of Directors.
- have knowledge of economic development principles and marketing and branding concepts.
- become acquainted with members to identify the opportunities and challenges leading to growth and prosperity in Campbell River and advise the Board on issues that should be addressed.
- demonstrate openness to new ideas and methods from a variety of sources and focus on achieving the best outcome for the membership.
- be responsible for assuring that a membership recruitment and retention plan is in place.
- cultivate and maintain good relations with the city and all levels of government.
- maintain a high level of communication among directors, staff, and members as well as between The Chamber and general public.
- represent The Chamber as a spokesperson and representative at all events and functions where it is deemed to be necessary.
- oversee all staff activities of The Chamber including hiring and termination.
- assist with the implementation of the annual budget for The Chamber and coordinate expenditures consistent with the budget.
- function as the innovate thinker, chief strategist and team leader regarding the creation and implementation of fundraising events throughout the year.