



Executive Director Job Posting

The Gabriola Island Chamber of Commerce is seeking a full-time, contract Executive Director (ED). The Chamber's ED position is the leadership role for the organization. The ED must be comfortable with engaging a wide variety of people and businesses, to support relationship building and development opportunities. The ED plays an integral role in the community by supporting community initiatives, projects and funding opportunities to move forward projects and initiatives that are not necessarily Chamber led, and are good investments in the future of island sustainability and resilience, within the Chamber's mandate and mission.

The ED position is responsible for both the development and management of the three key focus areas for the Chamber. These areas are:

- Community Economic Development
- Tourism Management
- Chamber Membership & Operations

The ED reports to the Chamber Board of Directors and manages a part-time Operations and Member Services contract position (approx. 20 hours a week). Their role is to support the ED in attaining the Chamber's goals, mission and mandate, in a manner that is consistent with the Chamber's purpose, vision, and strategic plan.

ESSENTIAL QUALIFICATIONS:

- A college or university degree in commerce, economics, tourism or a related field and/or certification as a Professional Economic Developer (EcD) and/or relevant transferable experience, knowledge and expertise
- Experience working with a Board and in a community non-profit
- Experience with marketing, public relations and digital communication tools
- Project management experience and
- Experience and understanding of organizational operations and management.

EXTRA CANDIDATE ASSETS:

- Enjoys being active in the community by supporting and communicating about events, businesses and opportunities, in a public facing way
- Familiarity with membership based organizations, and
- An understanding of Gabriola or rural, small community living is an asset but not required.

SKILLS and REQUIREMENTS:

- Leadership and management skills, with an ability to influence and lead change and create results
- Excellent communication skills
- Good report writing and verbal presentation skills
- Good financial management skills

- Good analytical skills
- Strong grant writing skills
- Ability to undertake research projects and prepare reports
- Ability to work with diverse groups of people and interests
- Ability to effectively manage planning processes
- Ability to organize multi-faceted activities and manage time effectively
- Competency in computer software and digital communication tools
- An interest and understanding of government policy and diverse business issues
- Models and promotes diversity and inclusion
- Collaborative team player
- Has an interest in current affairs and economic development and is politically savvy
- High level of professionalism, integrity, and ethical behaviour

OTHER CONSIDERATIONS

- Must have a driver's license and their own vehicle
- As a contractor, the ED supplies tools (computer/phone) for the work

Position Details:

- Reports to the Chamber Board of Directors
- Responsible for the three focus areas of oversight, Board support, operations and staff and volunteer management
- Full-time, 18 month contract, with opportunity for renewal (June 2023 - December 2024)
- \$58,000 to \$62,000 per annum (not including GST), and based on skills and experience
- Manages the part-time contract Operations and Chamber Member Services position and other staff/contractors as required
- Combination of in-office and remote work as required by business needs
- Some weekend & evening work required

Send a cover letter and resume to ed@gabriolachamber.ca. Deadline to apply has been **extended to end of day, Wednesday, May 31, 2023**.

Thanks for your interest in working with the Gabriola Island Chamber of Commerce!