

## Career Opportunity

The Squamish Chamber of Commerce is seeking a talented, forward-thinking Executive Director (ED) with a track record of providing vision and strategic leadership within a complex, multi-stakeholder organization. Member, partner, government and media relations are fundamental to the achievement of the organization's strategic objectives which include providing value to its members and supporting the growth of local economy through advocacy, programs and services.

## Executive Director Job Description

Reporting to the Squamish Chamber of Commerce Board of Directors, the Executive Director is responsible for implementing and managing the organization's operations, finances and initiatives. Working with the Board, the ED will participate in annual strategic planning and be responsible for developing the business plan, objectives, strategies, key performance indicators, and operating budget to meet annual goals. In fulfilling this mandate, the ED, who believes strongly in performance management, will provide leadership to a team of staff and develop strong and effective relationships with key stakeholders. Overseeing staff, the Executive Director is responsible for all aspects of the Squamish Chamber operations.

## Candidate Experience:

- Demonstrated entrepreneurial, and organizational leadership
- Experience working in an enterprising non-profit environment
- The ability to deliver on strategic and operational objectives
- Business development, marketing, management, event management skills
- Experience delivering financial reporting and budgeting
- Excellent oral and written communication skills
- Knowledge of Board structure, governance and procedures

Interested candidates are to submit a resume and cover letter with salary expectations by January 19, 2024. Candidates are asked to address their cover letter to the Squamish Chamber of Commerce Board of Directors. Compensation for this position will be attractive to the right candidate based on experience and commitment to the role. Only shortlisted candidates will be contacted.

Interested candidates should submit their resume, with cover letter to: [board@squamishchamber.com](mailto:board@squamishchamber.com)

Shortlisted candidates will be sent the full the Complete Job Description and responsibilities.

Job Type: Full-time, Salary range \$90,000 - \$115,000 + benefits per annum based on experience.