



**Terrace & District Chamber of Commerce
Job Posting
Executive Director**

Established in 1927, the Terrace & District Chamber of Commerce operates as a not-for-profit corporation representing members from business, industry, community groups, government, First Nations, and residents. Chamber members work together to ensure a healthy economic and socio-economic environment that benefits the entire community and area.

The Board of Directors of the Terrace & District Chamber of Commerce is commencing the search for its next executive leader. Reporting to the Board of Directors, the Executive Director is responsible for the fulfillment of the Chamber's mission, which is "to be the voice of business committed to the growth and enhancement of the economic development of Terrace, Thornhill and our First Nation communities."

The Executive Director holds the key leadership position in the organization. Under the authority of the Board of Directors, the Executive Director assumes complete responsibility for carrying out assigned policies and accomplishing strategic goals. The Executive Director has the authority to direct the implementation of the organization's programs and services.

Key Responsibilities:

- Directs day-to-day operations of the Terrace & District Chamber of Commerce.
- Responsible for coordinating all Chamber project activities and representing the business community.
- Advocate on behalf of members with decision makers.
- Planning, developing, and proposing suitable program activities for the Terrace & District Chamber of Commerce, ensuring all contractual obligations are met. Implementing and overseeing to completion, program activities that have been approved by the Board of Directors.
- Establishing and maintaining effective relationships with appropriate government officials and community leaders.
- Building and maintaining a high profile for the Terrace & District Chamber of Commerce within the community and region.
- Coordinating the budget of the Terrace & District Chamber of Commerce as well as controlling expenditures within defined authority. Ensure accurate and current financial records are maintained. With an eye open for new revenue opportunities.
- Is responsible for the management of all staff members and volunteers, including hiring, discharging, organizing, directing, and supervising the staff of the organization and their activities.
- Attends all Board meetings and committee meetings.
- Acts as a consultant to the Board, its committees and task forces.
- Responsible for the maintenance and management of the office and building.

Preferred Qualifications:

- University degree (preferred) or work related experience.
- 5 years management experience in a related field.
- Flexibility - ability to work evenings and weekends as needed for events and Board business.
- Excellent written and verbal communication skills.
- Must be a highly motivated self-starter who works well under limited supervision.
- Proficiency in significant office computer applications.
- Experience with other business associations, economic development offices or non-profit associations is an asset.

This is a full-time, permanent, salaried position. A competitive compensation package will be offered to the successful candidate. Start date: Immediately.

Resumes must be emailed to admin@terracechamber.ca or dropped off in a sealed envelope at the Terrace & District Chamber of Commerce during opening hours. Cover letter to be addressed to:

Terrace & District Chamber of Commerce
Board of Directors
3224 Kalum Street
Terrace, BC V8G 2N1

The Terrace & District Chamber of Commerce does not pay relocation costs. Please investigate housing rental prices and availability before applying, should you be required to move to Terrace.