



Picture Butte and District Chamber of Commerce

Job Description Executive Director

Start Date: Immediate

Hours: Part Time-20 hours/month

Salary: \$22/hour

Picture Butte and District Chamber of Commerce (the Chamber) is a non-profit organization that exists to support local businesses with resources, education, and advocacy. Our goal is to assist in improving the local business environment to allow for continued success and sustainability of existing and future businesses.

The Executive Director reports directly to the President of the Board of Directors (the Board) and is an employee of the Board. The Executive Director will be responsible for the day-to-day workings of the organization as well as carrying out the larger vision as set out collaboratively with the Board. The Executive Director will primarily carry out their work remotely. Some mobile work may be required, in addition to maintaining community presence through business visitation.

Areas of Responsibility

1. General

The Executive Director will;

- Manage the day-to-day operations of the Chamber
- Represent the organization in a professional manner
- Ensure organizational policies and bylaws are adhered to by the Board of Directors
- Create monthly report for the Board to update on activities and decisions made
- Prepare for and attend all meetings as required
- Create the annual budget for approval by the board
- Maintain the budget and adjust spending accordingly
- Provide financial updates to the Board monthly (and more frequently as required)
- Develop a plan for the sale of memberships, advertising, events, etc.
- Organize and manage new and existing events presented by the Chamber
- Pursue opportunities and write grant proposals for funding

2. Leadership

The Executive Director will:

- Represent the organization in a professional manner when working with other agencies including community partners; municipalities; neighbouring organizations; businesses and media.

- Work in collaboration with the Board of Directors and any staff to fulfill the objectives of the position and the organization
- Participate in networking and community relations on behalf of the organization
- Assess potential threats and risks to the organization's image, financial security and growth
- Participate in professional development opportunities and activities presented by the Alberta Chamber of Commerce and Canadian Chamber of Commerce (as time permits).

Community Engagement

The Executive Director will;

- Effectively communicate the goals and vision of the organization to increase membership participation (revenue)
- Provide media interviews as the spokesperson for the Board of Directors to educate the public
- Work with the Town of Picture Butte, Lethbridge County and other government bodies (provincial, federal) with regards to business advocacy
- Develop and execute a marketing and public relations plan that accomplishes the goals of the organization and includes traditional media as well as new media
- Build positive working relationships with neighbouring Chambers for professional development
- Participate on committees (internal and external) as required

4. Skills and Strengths

The ideal candidate will possess the following;

- Strong written and verbal communication skills
- Ability to multi-task and develop knowledge in many different areas
- Ability to write, research and develop grant proposals for funding purposes
- Ability to develop and implement strategic plans
- Willingness to collaborate with multiple groups for the success of the organization
- Strong project management skills (the candidate will be prepared to provide examples)
- Competency with the full Office suite, social media platforms (Facebook, Instagram, Twitter)
- Numeracy and analytical skills
- Event Management
- Qualifications and Experience
- Candidates should have a combination of the following (not all are required)
- A minimum of 2 years in a similar position
- Experience creating and managing organizational or business budgets
- Understanding of the role of a Board of Directors and working with non-profits
- Familiarity with an online membership management system and website management
- Public Relations experience
- Sales experience
- Post secondary education related to the position (business, marketing, project management)