

EXECUTIVE DIRECTOR INNISFAIL CHAMBER OF COMMERCE

Access HR is pleased to partner with Innisfail & District Chamber of Commerce to recruit a new Executive Director to lead all aspects of their operations. If you're business minded, enjoy interacting with people while building relationships, and are yearning to move to or stay in small-town Alberta, this could be the opportunity you're looking for!

ABOUT INNISFAIL & DISTRICT CHAMBER OF COMMERCE

The Innisfail Chamber connects businesses of all sizes and from all sectors throughout Innisfail and district. We advocate for public policies that will foster a strong, competitive economic environment that benefits all area businesses.

We treat every business with the importance it deserves and promote an environment that maximizes each member's business potential.

OPPORTUNITY HIGHLIGHTS

The Executive Director (ED) role will appeal to an entrepreneurial individual with an avid interest in economic development, a broad understanding of business and finance, and an appreciation for the issues organizations face in the current business environment.

Vision & Leadership

The ED will partner with the Board in developing the organization's mission, vision, values, and strategic plan. The ED will lead in the execution of the strategies to successful completion. The ED will have a future-focused mindset. The ED will oversee all aspects of the operation, including team members' development and engagement.

Membership & Fundraising

The ED will develop collaborative relationships with current members and promote new membership wherever possible. A key area of focus for the ED will be to conceive and execute fundraising ideas, systems, and strategies.

Promotion & Business Acumen

While promoting the Chamber through planning, coordination, and growth of existing Chamber events, the ED will also create, execute, and promote additional events to take advantage of new opportunities.

Governance & Financial Acumen

The ED is the only direct report to the Board. As the Board's sole direct report, the ED will provide regular and transparent operational reports. The ED must ensure solid budgeting and accounting systems are in place and that appropriate financial controls and risk-management strategies protect the Chamber's assets.

Advocacy & Community Awareness

The ED will serve as the visible leader of the Innisfail Chamber by building relationships with community members and other stakeholders critical to the organization's success. The ED will engage with the larger community to develop partnerships, foster innovation, and create new opportunities. The ED will partner with the Town of Innisfail and the County of Red Deer in a collaborative partnership.

QUALIFICATIONS

Education & Experience

The successful candidate requires:

- a business-related degree or diploma or a minimum of 5 years of experience, preferably in a membership-based organization.
- a minimum of 2 years experience in a leadership role.
- experience working with government leaders and community organizations.
- experience with recruiting and mobilizing volunteers.

Competencies & Attributes

The successful candidate must have:

- the ability to lead a high-profile organization to achieve outstanding results with limited resources.
- an authentic relationship-building style.
- a keen interest in planning and hosting a major trade show and other events.
- the ability to engage, inspire, influence, and persuade.
- an avid interest in economic development.
- an understanding and ability to communicate what impacts our business members and community.
- an understanding of board governance and the ability to work with a Board of Directors.
- an understanding of social media and its impacts.
- an understanding of diverse business issues and related government policy.
- excellent organizational skills.
- a professional and engaging written and verbal communication style.
- competency working with Microsoft Office applications.

Asset

- Experience working closely with or on a Board of Directors.

POSITION DETAILS

The ED reports to the Board of Directors. This is a hands-on position with 1 full-time direct report and seasonal staff. The compensation includes a competitive salary and a performance-based bonus.

APPLICATION

We encourage all applicants to apply as we support an equitable workplace and will consider all applications fairly. Interested candidates are invited to apply with a cover letter and resume by email to recruiting@accesshrinc.com.