



Executive Director Job Posting

The Gabriola Island Chamber of Commerce is seeking an 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:

- Membership & Organizational Operations
- Tourism Management & Marketing
- Community Economic Development

The ED reports to the Chamber Council and will manage two staff contractors for a combined total of 25-30 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 or a related field and/or certification as a Professional Economic Developer (EcD) or sufficient experience; knowledge and expertise to compensate for any educational differentiation
- Experience working in Community Economic and Business Development
- Experience with marketing and public relations
- Project management experience and
- Experience and understanding of digital tools for communication, marketing and organizational operations/management.

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 comprehensive reports
- Ability to work with diverse groups of people and interests
- Ability to effectively manage economic development and other related planning processes
- Experience in group facilitation, consensus-building and mediation
- Ability to organize multi-faceted activities and manage time effectively
- Competency in computer software and digital communication tools, and
- Where possible, training and/or experience in a field related to the economy of the area (arts & culture, construction, tourism, etc.).
- 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

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.

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 Council
- Responsible for the three areas of oversight, Board support and volunteer management
- 25-30 hours per week
- \$28-32 per hour based on experience
- Contract position
- Manages two support staff
- Combination of remote and in office work
- Some weekend and evening work required

Send a cover letter and resume to ed@gabriolachamber.ca. Deadline to apply is Thursday, July 21st at 5pm. Only candidates invited to an interview will be contacted.

Thank you for your interest in working with the Gabriola Island Chamber of Commerce.