



## Employment Opportunity

### President & CEO

**POSITION SUMMARY:** The President & CEO is the senior position of the Chatham-Kent Chamber of Commerce, reporting to the Board of Directors. The President & CEO develops and implements approaches to member and stakeholder engagement, leads the organization in executing project-based initiatives in support of its strategic goals and plays a significant role in the Chamber's development to further the interests of current and future members. The President & CEO leads collaboration and innovation that generates improved value for the Chamber and its members. The President & CEO delivers a comprehensive plan to enhance and market the Chamber's brand and amplify the Chamber values both creatively and effectively. The President & CEO delivers the Chambers policy development and advocacy to support our members, help grow the local economy and extend the Chambers influence beyond Chatham-Kent by connecting with provincial and federal networks in which we belong.

#### KEY ACCOUNTABILITIES:

- Work in partnership with the Board to establish strategies that ensure the Chamber's success in fulfilling its mission
- Foster, maintain and strengthen existing and developing member, stakeholder and government relations
- Lead business development to maximize member and stakeholder engagement and experience
- Create, develop and manage execution of annual budget, strategic plan and business plans
- Create, develop and enhance membership, networking and revenue generating opportunities
- Optimize the CRM program to maximize efficiencies and opportunities
- Develop, and execute value-add projects and partnerships to accomplish Chamber mandate
- Work with members and key stakeholders to ensure accuracy and relevance of policy positions and government engagements that impact the Chamber's membership and Chatham-Kent's economic prosperity
- Collaborate with the local, Ontario and Canadian Chamber of Commerce business networks on ongoing initiatives to amplify the priorities and needs of our members
- Actively participate in relevant meetings, committees and discussions representing our Chamber, membership and business community

#### QUALIFICATIONS:

- Post-secondary diploma or degree in business, economics or relevant field. A combination of education and relevant experience will be considered. Not for profit or member-focused experience would be an asset
- Is visionary with ability to provide strategic perspectives and make effective decisions
- Capacity to collaborate and work effectively with volunteers, stakeholders, associates and government officials
- Knowledge and ability to implement best practices in public relations and communications, including media, community and government relations
- Proven experience in policy and/or advocacy initiatives, aware of the important issues facing business
- Ability to deliver results in a deadline driven environment
- Maintains exceptional time management, organizational skills and holds ability to prioritize; delivers quality performance in customer service excellence
- Highly self-motivated, able to work independently with excellent critical thinking, analytical and problem-solving skills
- Keen knowledge of accounting, financial and strategic planning with ability to communicate and report to stakeholders
- Impeccable written and oral communications skills with strong interpersonal and influencing skills. Confident in ability to present to large and small groups of people
- Strong ability and willingness to represent the organization in affiliated networks and professional organizations
- Proficient in all Microsoft Office applications, relevant technology and CRM systems
- Politically and culturally sensitive; strong morals and ethics along with a solid commitment to privacy
- Valid driver's license and use of reliable personal vehicle

**POSITION:** Permanent, Full time

**WORK ENVIRONMENT:** This position is primarily in an office environment with a combination of external work. There will be time sensitive responsibilities which require constant prioritization. Normal working hours are weekdays, requiring occasional early morning and evening hours. Conference and other participations require infrequent weekends. All stated hours shall be considered an expectation of the conditions of employment. The office is situated in downtown Chatham, Chatham-Kent.

**COMPENSATION:** Competitive salary plus merit-based bonus opportunity. Life and health insurance, RRSP matching pension benefits and vacation entitlement are provided following a successful completion of probationary period.

**APPLICATION PROCESS:** Forward cover letter and resume in a single PDF with subject line "President & CEO – 'Your' Name" to: [careers@chatham-kentchamber.ca](mailto:careers@chatham-kentchamber.ca). Expressions of interest will be accepted until 4:00 p.m. March 28, 2024. Applications will only be received via email to said address in the format as noted.

**ABOUT US:** The Chatham-Kent Chamber of Commerce is an independent, not for profit organization that provides value to its members, connects business and leaders and supports local economic prosperity through active advocacy efforts. With a long-standing reputation for excellence and leadership, the Chamber assists our members navigate, adapt, reach out and thrive with dynamic programs, services and initiatives designed with business success in mind. The Chatham-Kent Chamber of Commerce is the trusted advocate, voice of local business and tireless champion for our members by advancing the interest of its members advocating at the local, provincial and federal levels. The Chatham-Kent Chamber of Commerce is a member of the Ontario and Canadian Chambers of Commerce and an accredited business association with the Chamber Accreditation Council of Canada.

*Information provided by or about candidates for this position will be used only for the selection process. We thank all applicants for taking the time and effort to respond, however, only those selected for an interview will be contacted.*

*The Chatham-Kent Chamber of Commerce is committed to a diverse and inclusive workplace. We provide fair, equitable and accessible opportunities for all employees. Accommodations are available, on request, for candidates taking part in all aspects of the selection process.*