



## Perth & District Chamber of Commerce

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**Position:** Executive Director, Permanent Full-time (35 hour/week)

**Submission Deadline:** December 9, 2022

**Salary:** \$45,000 to \$55,000 (Commensurate with experience)

**Ideal Qualifications:**

- Post-secondary degree in Business or marketing related field
- Previous experience working within Chamber or equivalent business environment
- Previous experience working with a Board of Directors in a senior capacity
- Demonstrated organizational, entrepreneurial, leadership and management ability
- Demonstrated issues management experience
- Experience in staff management
- Excellent oral and written communication skills

**Position Summary:**

The Executive Director holds the key leadership position with the organization to advocate for the Chamber of Commerce members and be the “face” of the Chamber in the community. Under the authority of the Board, the managers assume complete responsibility for carrying out the day-to-day functions of the Chamber, including assigned policies and regulations and administrative functions relating to board management. The Executive Director has the authority to direct the implementation of the organization’s programs and services and is responsible for the management of all required fiscal, entrepreneurial and HR responsibilities. A maximum degree of latitude for independent action is exercised within the scope of Chamber policy.

**Duties Highlights:**

- Member recruitment, retention and management
- Administration, policy and planning
- Budget monitoring in coordination with bookkeeper
- Human resource management
- Program and service development
- Chamber event coordination, attendance and oversight
- Community relations, partnerships, and sponsorships

Resume and Cover Letter forwarded to [manager@perthchamber.com](mailto:manager@perthchamber.com). Details of the position found at [www.perthchamber.com](http://www.perthchamber.com)