



Chief Executive Officer (CEO)

At the Port Hope and District Chamber of Commerce, being the voice of business for Port Hope is our vision. With 142 years of experience serving the community our priority is being Port Hope's leading business organization dedicated to economic and business prosperity. Working with us means being part of a team of talented and passionate individuals focused on being responsive to our member's needs.

Job Summary

The CEO reports to the Chamber Board of Directors (the Board) of the organization. They serve as the head of the organization on a day-to-day basis, with ultimate accountability for service and program delivery, and the overall operations of the Chamber.

Duties

- Manage the administration, finances, activities and programs of the organization, including supervision and management of all Chamber and Service Ontario employees or contractors;
- Oversee and execute Strategic Plan initiatives and Board priorities;
- Tracking and measuring outcomes of all Chamber activities;
- Promote interest in the Chamber to current and potential members through a variety of activities, events, methods and mediums, and wherever possible capture and analyze data metrics for all such outreach;
- Communicate the activities of the Chamber to members in the most effective manner possible including overseeing an active social media presence and regular updates of activities and benefits available to members through a variety of communications channels;
- Maintain productive relationships with other community partners/organizations and work together with those organizations on shared objectives and goals wherever possible;
- Serve as the primary contact and spokesperson with government, media and all other significant community organizations, associations and networks; and,
- Represent the Chamber in the community as may be directed by the Board or which the CEO determines meet the objectives of the Chamber.

- Maintain a working atmosphere that is open, transparent, fair and clear in a manner that provides all employees with the chance to grow and develop their skills and build professional networks;
- Oversee operations of the Service Ontario Port Hope office including: purchasing, reporting, customer service, staff management and conflict resolution;
- Act as the Chamber's liaison with other Chambers ;
- Be responsible for, oversee and/or manage the Chamber annual budget and ongoing financial operations and obligations of the Chamber;
- Provide leadership and/or support in the areas of Board governance, strategic planning and continuous organizational improvement; and,
- Carry out all other such duties as may be necessary.

Qualifications and Experience

- Lead, developed and built a successful team.
- Communicated directly and indirectly through a variety of mediums and channels (in-person, on paper and online) with excellent writing, listening, speaking and group facilitation skills.
- Implemented effective and efficient systems management.
- Results Oriented Planning. Set long-term strategy and build-in metrics with an appropriate work plan and feedback mechanisms to accomplish and measure results.
- A minimum of five (5) years business experience or community leadership will be considered an asset.
- A post-secondary degree in Business or similar discipline will be considered an asset.
- A positive history of business community involvement.
- Knowledge of Service Ontario practices and LCS Operating System an asset.

All interested candidates are to submit a current resume and cover letter, by 4:00 p.m. on December 8, 2017. We thank all applicants, but only those selected for an interview will be contacted.

Job Type: Full-time

To Apply:

Submit your resume & cover letter via email to porthopechamberofcommerce@gmail.com attention Hiring Committee.

No phone calls please