



Executive Director, PDCC - Detailed Job Description:

Position: Executive Director ~ Pemberton + District Chamber of Commerce

Reporting to: Board of Directors

Schedule: Permanent Part-time (20 hours per week)

Salary: \$25 - \$30 per hour

Location: Pemberton, work from home

Qualifications:

- Post-secondary degree in business administration, communications, marketing, economic development, public policy or related field
- Minimum 3 years' work within Chamber or equivalent environment at a senior level
- Minimum 3 years' experience working with a Board of Directors in a senior capacity
- Demonstrated organizational, entrepreneurial, leadership and management ability
- Demonstrated issues management experience
- Experience in economic development
- Experience in staff management
- Excellent oral, written, facilitation and interpersonal communication skills
- Knowledge of Pemberton area an asset

Areas of Authority:

The Executive Director holds the key leadership position in the organization. Under the authority of the Board of Directors (the Board), the Executive Director assumes complete responsibility for carrying out assigned policies and accomplishing strategic goals. The Executive Director has the authority to direct the implementation of the organization's programs and services and is responsible for managing all staff and volunteers.

Summary of Responsibilities:

1. Directs the achievement of the Board's strategic goals and vision
2. Directs the day-to-day operation of the Chamber
3. Oversees the operation of the Pemberton and District Visitor Centre and associated services
4. Implements policy and projects to meet strategic goals and vision
5. Hires, delegates, supervises, evaluates and releases staff
6. Attends all Board meetings and is an ex-officio member of all committees
7. Acts as a consultant to the Board and its committees

Key Responsibilities:

1. **Policy Management**
 - Has a good working knowledge of the Board's governance model
 - Administers the day-to-day operations of the organization
 - Directs the staff's implementation of policy
2. **Strategic Planning**
 - Conducts both an internal and external environmental scan to identify emerging issues that affect the organization
 - Works with the Board to develop an annual operations plan with measurable goals and objectives that supports the Board's strategic plan and the Chamber's vision, and is aligned with other strategic plans in the community
 - Identifies the required resources to achieve the goals
3. **Leadership**
 - Works with the Board to make the Chamber a leader in the community
 - Works in collaboration with staff, and relevant community agencies and groups, to accomplish objectives and to fulfill responsibilities
 - Encourages teambuilding by facilitating open communication and positive working relationships with staff

4. Program Management

- Facilitates the research, planning, development, implementation, and evaluation of programs and services
- Makes sure that programs and services meet the Board's policy guidelines, reflect the Board's priorities and the Chamber's business plan, and ultimately attract, grow and support business in the area

5. Personnel Management

- Interprets the Board's policy decisions to staff
- Hires, directs, supervises, evaluates and releases staff and volunteers
- Trains and motivates staff and volunteers, and provides regular, appropriate and constructive feedback
- Sets clear, results-oriented goals, with realistic and measurable outcomes
- Assists individuals in developing the necessary skills to be successful within the organization
- May be required to perform annual reviews, support goal achievement, and coach and monitor performance of future paid staff positions

6. Financial Management

- Prepares the annual operating budget
- Implements the Board's policies for the allocation and distribution of resources
- Maintains sound bookkeeping procedures
- Provides the Board with regular statements of revenues and expenditures
- Administers the funds of the organization, according to the budget approved by the Board

7. Risk Analysis

To keep the Board informed about the organization, the Executive Director:

- Evaluates, in broad-based terms, the potential assets and liabilities of a project, proposal or strategy
- Makes sure that both risks and opportunities have been identified and evaluated
- Assesses potential threats to the organization's image
- Assesses risks to the organization's financial security and growth

8. **Public Relations Management**

- Promotes community awareness of the organization's vision, mission and strategic priorities
- Participates in networking and community relations activities on behalf of the organization
- Builds strong working relationships with others, both inside and outside the organization
- Acts as an advocate for the organization and its programs in the community
- Fosters relationships with external funding partners
- Works with the Board to develop a communication plan that informs the community of the activities and direction of the organization
- Seeks public speaking opportunities
- Supervises the membership recruitment campaign

9. **Executive Director's Performance**

- Cooperates with, and participates in, the performance appraisal process
- Assists in the assessment of outcomes
- Recommends change when necessary
- Informs the Board of Directors about situations that affect the Executive Director's ability to meet their goals
- The Executive Director is evaluated by the Board of Directors on an annual basis based on the following criteria:
 - Compliance to policy
 - Achievement of, or progress towards, goals set out in the operations plan
 - Other specified expectations, outlined in writing and within a reasonable timeframe

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Summary of Responsibilities:

1. Directs the achievement of the Board's strategic goals and vision
2. Directs the day-to-day operation of the Chamber
3. Chamber representative on the Pemberton Area Economic Development Collaborative
4. Oversees the operation of the Pemberton Visitor Centre and associated services
5. Implements policy
6. Attends all Board meetings and is an ex-officio member of all committees
7. Acts as a consultant to the Board and its committees
8. Hires, delegates, supervises, evaluates and releases staff