

President and CEO Guelph Chamber of Commerce

Working in close collaboration with the Chair, Executive Committee and Board of Directors, the President and CEO will provide overall leadership and management for the organization to address the Chamber's needs related to administration, operations, membership engagement and policy formulation and advocacy, as well as compliance with relevant laws and regulations governing federally designated not-for-profit corporations. The President and CEO will have overall staff accountability for operations, financial performance, human resources and communications.

The Guelph Chamber of Commerce is seeking a motivated, experienced self-starter with superior leadership, administrative, facilitative and organizational skills. This position is for an energetic individual who has demonstrated their business acumen and development, and who has an interest in entrepreneurship with an exceptional track record of achieving strategic business goals. A tenacious, high producer willing to work the hours required to reach the goals desired. This is a full-time position.

The President and CEO will provide leadership in a way that influences and motivates because you are a persuasive, results-driven, solution-oriented team player with people valued management, the ability to meet deadlines and think on your feet. As a clear communicator, people you meet grasp the benefits of membership and respond favourably. You define success by member satisfaction.

Education and Experience

Completion of post-secondary education from an accredited educational institution or equivalent experience. Experience in representing intangibles, business to business and service/volunteer driven organization is preferred. Exceptional computer and social media skills and an understanding of database management.

Knowledge, Skills and Abilities

- Maturity and ability to engage people in the overall networking, advocacy and learning environment we offer members
- Above average communication - written, oral and presentation skills
- Demonstrates a high level of initiative and self-management as well as collaboration within an active team
- Board knowledge and experience with multiple industries in Ontario with local business connections
- Meticulous in detail and follow through
- Valid Class G Ontario Driver's License with reliable vehicle is required

Competencies: Financial Analysis, Accountability, Advocacy, Adaptability, Communication, Governance, Leadership, Networking and Relationship Building, Problem Solving and Service Orientation

Working Conditions: Work is in an office environment with various off-site meetings. Will be required to work flexible hours (evening and weekends) to attend meetings or related business and community events and functions. Extensive travel as required and time away from home

Compensation: Salary, Benefits and Mileage

Qualified applicants may submit their resume and cover letter, confidentially, no later than Friday, June 7, 2019 to CEO@guelphchamber.com

The Guelph Chamber of Commerce is an equal opportunity employer, committed to meeting the needs of all individuals in accordance with the Accessibility for Ontarians with Disabilities Act (AODA) and the Ontario Human Rights Code (OHRC). As such, the Guelph Chamber of Commerce will make accommodations available to applicants with disabilities upon request during the recruitment process.