

The Morden Chamber of Commerce is a non-profit organization serving as the *‘voice of business’* for Morden and area. The Chamber strives to support and grow a thriving and prosperous business community through advocacy, business connections & events, and by being a trusted source of information and resources.

We are passionate about our city and work collaboratively with business, government and the community for a strong future.

**The Position**

Reporting to the Board of Directors, the Executive Director will promote the interests of the Chamber of Commerce and will provide leadership and support to execute the strategic plan and manage the day-to-day operations. The individual will be responsible to represent the Chamber brand with passion, professionalism and integrity while maintaining strong working relationships with stakeholders and members.

**Key Responsibilities**

**Board Governance**

▫Implement governance policies, manage the organization’s resources and monitor organization’s performance.

▫Coordinate, organize and prepare for board meetings; includes preparing financial documents, agendas, minutes and all other information required to enable the Board to fulfill their responsibilities.

▫Ensure full and complete Chamber compliance with all applicable laws, by-laws, statues and government regulations.

▫Engage volunteers and intentionally foster effective relationships with board members.

**Advocacy**

▫Lead efforts to present to, and liaise with, municipal, provincial and federal government representatives regarding issues that face our Chamber members.

▫Identify policy issues for the business community and proactively respond.

▫Foster strategic partnerships within the community.

▫Participate in policy development at provincial and national Chamber level.

**Membership**

▫Build effective relationships and engagement with stakeholders and members.

▫Provide Chamber programs and resources to stakeholders and members.

▫Develop, implement and manage the member recruitment and retention plan.

▫Communicate the value of Chamber membership and market the Chamber programs and services.

▫Create, organize and implement opportunities for members to build business connections.

▫Create, organize and implement events and promotions that benefit the membership.

▫ Keep Chamber members up-to-date on topics of current interest. Provide professional development, education and learning opportunities.

**Operations**

▫Assume primary responsibility for the management of the finances of the Chamber of Commerce and oversee the day-to-day operations within the constraints of the Board approved budget.

▫Prepare and present annual operating budget, ongoing business plans and organizational strategies to the Board of Directors.

▫Be an ambassador to the community of Morden and represent the Chamber at various events, grand-openings, luncheons, civic meetings, council meetings, etc.

**The Ideal Candidate**

The ideal candidate will bring 5+ years of administration, non-profit leadership or finance experience, coupled with event planning experience, to the role. You will have a solid understanding of book keeping, budgeting and accounting and will possess a high acumen of diplomacy and tact, exceptional communication skills and organizational skills. As a proven self-starter, you are able to work independently and are driven to represent and achieve the organization’s objectives.

The Chamber of Commerce offers a total compensation package which includes excellent pay, benefits and work-life balance. Located at 379 Stephen Street, our modern office overlooks scenic Stephen Street and provides an excellent work location.

To apply for this position email resume and cover letter outlining how you meet the job requirements to [admin@mordenchamber.com](mailto:admin@mordenchamber.com) no later than April 29, 2022.

We thank all applicants; however only those invited for an interview will be contacted.