



## **Job Description**

### **President and CEO**

North Bay & District Chamber of Commerce

The North Bay & District Chamber of Commerce (NBDCC) is in search of an innovative, decisive, and high energy leader for the role of President & CEO. The ideal candidate will have the ability and vision to help bring the organization forward and ensure the NBDCC remains relevant in the changing business environment.

The North Bay & District Chamber of Commerce, a business association in the region for over 120 years, is a not-for-profit organization that's mission is "to be the voice of business committed to the enhancement of economic prosperity and quality of life in North Bay and area".

The President & CEO has the overall responsibility for the complete operation and staff of the NBDCC as it involves program, planning, working under the policy guidelines of the Board of Directors and Executive Committee and acting in accordance with policies, procedures, and bylaws of the NBDCC.

The President & CEO of the NBDCC is responsible for the overall leadership and strategic development in conjunction with the board of directors, its 840+ membership and programs. In this highly visible position, the President oversees all operational, financial, and visioning aspects of the NBDCC.

Ideal candidates for the position would have a proven track record in strategic planning, experience with non-profit organizations, board management, membership development, budget and operational management, public advocacy, building and maintaining collaborative partnerships.

#### **Duties:**

- \* Provide leadership in the organization, planning and implementing strong business advocacy on those social and economic issues affecting the business community.
- \* Assume management responsibilities for all services, programs, and activities of the NBDCC including increasing membership.



- \* Develop metrics and data collection procedures to objectively document NBDCC performance.
- \* Direct all necessary communication to the NBDCC membership, its partners, and the general public.
- \* Serve as the official administrative representative and spokesperson of the NBDCC in all instances and situations when such representation is required.
- \* Present information and reports to the NBDCC Board, City Council and the general public as needed.
- \* Develop the draft annual budget and present to the NBDCC Executive Committee.
- \* Manage all Human Resource responsibilities within the organization.
- \* Demonstrate leadership in the community through active involvement and participation with various partners, interest groups and organizations.
- \* Oversee and manage all fiscal resources and accounts of the NBDCC.
- \* Review current staff descriptions and responsibilities and develop new processes, authority structure and reporting lines as needed.
- \* Create and implement NBDCC member events and fundraisers.
- \* Work with NBDCC Board of Directors to establish and implement the corporate mission and vision.
- \* Develop the agendas for NBDCC Board of Director and Executive Committee meetings.
- \* Ensure the organization's compliance with applicable laws, policy, and regulations.
- \* Participate in all necessary activities to promote and enhance the image and relationship of the NBDCC with all groups and parties in the communities that it serves.
- \* Sit as a non-voting member of the Board of Directors, Executive Committee, and all committees.
- \* Work with elected officials on a wide range of political issues on a local, provincial, and federal level
- \* Other duties as assigned.

### **Requires:**

- \* Bachelor's Degree or Diploma in marketing, business, finance or related field of study or equivalent chamber executive experience
- \* Minimum seven years' business experience in a strategic leadership position with Executive/Senior level management
- \* Excellent oral and written communication skills
- \* Fundraising or sponsorship experience
- \* Organizational and time management skills



- \* Strong financial skills
- \* Strong computer skills with proficiency in Microsoft Office Suite
- \* Experience working with a board of directors and diverse membership

Candidates for this position will be evaluated by a Selection Committee. Only individuals being considered for the next phase of the review process will be contacted. For consideration, submit a cover letter and resume by February 10, 2017 by 4 p.m.

**In a sealed envelope to:**  
**NBDCC President & CEO Selection Committee**  
**205 Main Street East**  
**North Bay, Ontario**  
**P1B 1B2**

**By email to:**  
[hr.nbdcc@gmail.com](mailto:hr.nbdcc@gmail.com)