



Bringing life to business

The Burlington Chamber of Commerce is currently seeking applications from qualified candidates interested in the position of

Executive Vice President

The Burlington Chamber of Commerce (BCC) provides value to its members through active advocacy, connecting leaders and creating opportunity. The Chamber is the voice of business in Burlington and advocates at the local, regional, provincial and federal levels on behalf of 900 companies representing 30,000 employees.

For more than 70 years, the BCC has been the trusted advocate and tireless champion for local businesses. With a long-standing reputation for excellence and leadership, BCC continually generates opportunities to connect people by bringing life to business. Doing so provides a vehicle for success for its members and the future of Burlington's business community.

The Burlington Chamber of Commerce seeks an experienced individual for the position of Executive V.P. This position is responsible for the day-to-day operations of the Chamber providing support for the President & CEO and overall HR Management, Budgeting & Finance, Regulatory Compliance, as well as supporting the Board of Directors, Chamber Committees & Task Forces.

Preferred candidates will have demonstrated experience in administrative & operations management, leadership, and relationship building.

The selected candidate will work with our highly dedicated, professional staff and volunteer base and have a strong business acumen, excellent communication skills and the ability to prioritize and handle a variety of projects.

APPLICATION PROCESS:

Expressions of interest including career profiles will be accepted until October 12, 2020 at 4:30 p.m. and should be sent confidentially to the Burlington Chamber of Commerce, info@burlingtonchamber.com.

Information provided by or about candidates for these positions will be used only for candidate selection. We thank each applicant for taking the time and effort to respond; however only candidates to be interviewed will be contacted.

Position Description

Title: Executive Vice President

Reports to: President and CEO

Direct Reports: 4 plus external suppliers

Location: Burlington Chamber of Commerce, 414 Locust Street, Burlington, Ontario.
L7S 1T7

Position Summary:

The Executive V.P. will be principally responsible for overseeing the day-to-day administration and operations of the Chamber, to assure a smooth and efficient operation.

Key Accountabilities:

- Oversee the day-to-day administration and operation of the Chamber, its premises, assets and resources to assure a smooth and efficient operation.
- Protect and enhance the Chamber brand.
- Provide the President with timely updates related to all pertinent aspects of the Chamber business.
- Supervise Chamber staff as directed by the President.
- Assist the President in preparation of budgets and business plans. Assist with the monthly financial statements review. Oversee all Accounting, Accounts receivables, payroll, accounts payables.
- Engage and manage Chamber volunteers; support and guide the work of Chamber committees. Attend committee meetings as directed by the President and provide the President with regular updates on the status of committee initiatives.
- Support the President in enhancing the Chamber's community profile in the media, by attending events, and enhancing existing relationships with community partners and developing new strategic partnerships and relationships.
- Oversee the planning and execution of Chamber events.
- Assist the President with the Chamber's advocacy efforts.
- Support the President with issues relating to Chamber statutory compliance, chamber by-laws, strategic planning, succession planning.
- Participate and represent the Burlington Chamber within the network of Chambers of Commerce and Boards of Trade as directed by the President.
- Ensure the Chamber's policy and regulatory compliance including, but not limited to, taxation, labour, health and safety, and risk management.
- Ensure proper maintenance of Chamber administrative records (i.e. employee records, vacation and staff schedules, monitor employee performance and provide periodic employee performance reviews, ensure accurate job descriptions are in place, meeting minutes and agendas, Chamber accreditation).
- Organize, market and administer the Chamber travel program.

- Complete special projects as assigned by the President.
- Other duties as assigned from time-to-time

Position requirements

- Bachelor's Degree or College Diploma in Business Administration or similar discipline.
- HR or Accounting certification an asset
- Minimum of five years related experience with managing several business functions and people.
- Excellent written and verbal communication skills.
- Ability to read, create, analyze and interpret financial and other reports.
- Ability to effectively present information to management, public groups, members, chamber committees or the board of directors.
- Thorough knowledge of computer applications including Microsoft Office Suite, Adobe Acrobat, CRM, etc.
- Ability to prioritize, to plan and organize, and to problem solve at an effective level.
- Valid driver's license required. The incumbent is expected to use their personal vehicle in the course of performing out of office duties for which they will be reimbursed for actual kilometres driven upon receipt of expense claim.
- It is understood that additional hours are an integral element of this position including some early morning, evening and weekend work.
- Participate in ongoing training, professional development, and performance improvement plans as required.