Executive Director

Fort Frances Chamber of Commerce Location: Fort Frances
Lead. Connect. Strengthen our business community.

About the Role

The Fort Frances Chamber of Commerce is seeking a strategic, community-minded Executive Director to lead day-to-day operations, advance Board priorities, and strengthen relationships with members, partners, visitors, and stakeholders across the district and cross-border region.
Reporting to the President of the Board of Directors, the Executive Director will turn policy into action, guide the Board and volunteers, oversee programs and events, and serve as a visible advocate for the Chamber and the local business community.

What You Will Do

- Lead the Chamber's daily operations and implement policies and priorities established by the Board.
- Support strategic planning by identifying emerging issues, setting measurable goals, and recommending practical plans and resources.
- Recruit, supervise, coach, and evaluate staff while fostering open communication, teamwork, and accountability.
- Plan, deliver, and evaluate projects, events, and member services, including sponsorship development and vendor negotiations.
- Manage budgets, bookkeeping processes, revenues, expenditures, and regular financial reporting to the Board.
- Build productive relationships with members, community organizations, government partners, and cross-border partners.
- Promote the Chamber's mission through advocacy, public speaking, communications, networking, and mentorship recruitment.
- Assess organizational, financial, reputational, and project risks and provide clear, reliable progress reports.
- Attend executive and Board meetings, serve as Secretary to the Board, and support committees

What You Bring

- Demonstrated leadership and organizational management experience.
- Strong strategic planning, fiscal management, and critical thinking skills.
- Experience supervising staff and volunteers and building collaborative teams.
- Excellent written communication, verbal communication, facilitation, public speaking, and stakeholder relations skills.
- Ability to manage competing priorities, work independently, and follow through on measurable outcomes.
- Sound judgement, professionalism, discretion, and a commitment to serving the business community.
- Experience with a Chamber of Commerce, membership organization, non-profit, economic development, or community-based organization is an asset.

Why Join Us?

This is an opportunity to make a visible impact by supporting local businesses, strengthening regional connections, and helping shape the Chamber's programs, services, events, and advocacy.

Compensation and Employment Terms

- **Compensation:** $19.00 to $21.50 per hour
- **Employment terms**: 35 hours a week, [occasional weeknights and weekends]

How to Apply

Please submit your resume and cover letter outlining your interest and relevant experience to
Cathy Tysz, 1st Vice President, Fort Frances Chamber of Commerce to cathyt@ncds4jobs.ca

Application deadline: Applications accepted until position has been filled.