

# Chief Executive Officer

## Job Description

The Chief Executive Officer (CEO) of the Cape Breton Regional Chamber of Commerce is a high-profile, exciting leadership role in the Cape Breton Regional Municipality. Under the governance of the Board of Directors, the CEO assumes complete responsibility for delivering on the organization's mission and values, while being a trusted and positive voice for the local business community. With a membership of 360 local businesses, the CEO is responsible for the development and implementation of a long-term strategic plan and a yearly operational plan to achieve organizational growth and to drive community impact year over year. They have the authority to direct the planning and implementation of all organizational events, initiatives, programs and services, and are responsible for the management of all staff members and volunteers.

### Core Competencies:

- Leadership and Advocacy
- Consultation and Collaboration
- Empowerment and Connection
- Supportive and Resourceful
- Community-Minded and Positive
- Integrity and Accountability

### Responsibilities:

The CEO provides a high-profile, leadership role to the organization that ensures the long-term sustainability and relevancy of the organization, and is responsible for the following areas in the role:

- Strategic Planning and Organizational Vision
- Reputation and Media Management
- Operational Planning and Execution
- Financial Management
- Human Resource Management
- External Communications & Partnerships
- Board Governance
- Program/Event Management
- Advocacy Management

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### **Qualifications:**

- Undergraduate degree in a business-related field
- 3+ years in a leadership role
- Comprehensive understanding of how to implement a strategy
- Ability to deliver on strategic and operational objectives
- Strong customer service focus
- Strong oral and written communication skills
- Experience delivering financial reporting and budgeting an asset
- Past experience in marketing and sales an asset

**HOW TO APPLY:** Please send resume and cover letter to [info@cbregionalchamber.ca](mailto:info@cbregionalchamber.ca) by Monday, January 10th, 2022 at 4:00 p.m.

*The Cape Breton Regional Chamber of Commerce is an equal opportunity employer. It is the Chamber's policy to recruit, hire, and promote people in all job classifications without regard to race, color, gender, age, religion, national origin, disability, veteran status, marital status, or sexual orientation.*