Executive Director

Company: Baffin Regional Chamber of Commerce
Job Location: Iqaluit, Nunavut

The Baffin Regional Chamber of Commerce (BRCC) is the voice of business in the Baffin region with over 170 members. The BRCC advocates on behalf of the business community in the Baffin region as well as manages several projects and events that support businesses in the region.

The BRCC requires the leadership and experience of an Executive Director to continue to build the organization and manage its various projects.

The Executive Director will be expected to:

• Plan and execute the Chamber’s events, such as the Nunavut Trade Show, Northern Lights Conference, Northern Perspectives Trade Show, Qikiqtani Charity Gala, among others
• Complete proposals and reporting for funding from third party sources
• Manage all aspects of the Chamber, including staff
• Liaise and build relationships with partner organizations
• Play the lead role in long-term planning, project development, and day to day operations of the Chamber
• Report to the Board of Directors and support and guide them on advocacy issues

The ideal candidate would have:

• A Bachelor’s degree in commerce or a related field, though equivalencies of education and experience will be considered
• Three years of supervisory experience in a related field or five years of non-supervisory experience in a related field
• Experience in completing funding applications to various levels of government and other funding agencies
• Experience in event management, including public speaking
• Proven financial and time management skills
• A strong understanding of the opportunities and challenges facing business in the Baffin region
• Experience with the Nunavut non-profit sector would be an asset
• The ability to read, write, and speak in French or Inuktitut would be an asset

Inuit land beneficiaries will be given priority, followed by Nunavut residents. Previous applicants may reapply.

To Apply:
If you have the skills and experience required for this position, please forward your resume or contact Mona Godin, Secretary of the Board at timona9@hotmail.com or by fax: (867) 979-2485.

The deadline for submitting resumes is Friday, July 19, 2019 at 5:00 PM EDT.