General Manager

Cornwall and Area Chamber of Commerce
Cornwall, Ontario
Position: Full-Time, Permanent
Reports to: Board of Directors

Ready to take the next step in your career and become a leader in Cornwall's business community?

The Cornwall and Area Chamber of Commerce is seeking an ambitious, energetic and relationship-driven professional to serve as its General Manager.

This is more than an operational management position. It is an opportunity to be at the centre of Cornwall's business community, develop relationships with business owners, entrepreneurs, elected officials and community leaders, and build a professional network that can last throughout your career.

If you are entrepreneurial, enjoy meeting people, want to make things happen and are looking for an opportunity to grow professionally while making a meaningful impact in the community, we want to hear from you.

About the Cornwall and Area Chamber of Commerce

The Cornwall and Area Chamber of Commerce is a leading voice for businesses throughout Cornwall and the surrounding region. Through advocacy, networking, business development and community engagement, the Chamber works to strengthen the local business environment and support the success of its members.

We are seeking an ambitious, energetic and relationship-driven professional to serve as our next General Manager and help lead the Chamber into its next chapter.

The Opportunity

This is a unique opportunity for a motivated professional who wants to build a strong business network, develop their leadership skills and establish themselves as a recognized leader in the Cornwall and area business community.

As General Manager, you will be at the centre of the local business community, building meaningful relationships with business owners, entrepreneurs, community leaders, elected officials, economic development partners and organizations throughout the region.

The position provides significant exposure to the people and organizations shaping Cornwall and area's economic future. It is an exceptional opportunity to develop your professional network, strengthen your leadership and business skills, raise your profile in the community and make a visible impact.

Reporting directly to the Board of Directors, the General Manager is responsible for the Chamber's day-to-day leadership and operations, membership development, advocacy, events, finances and community engagement. The General Manager also supervises and provides leadership to one employee.

Key Responsibilities

Strategic Leadership and Governance

- Work collaboratively with the Board of Directors to establish and implement the Chamber's strategic priorities.
- Provide leadership, direction and day-to-day management of the organization.

- Support the Board with reporting, planning, policy development and organizational governance.
- Work with the Executive Committee to prepare the annual budget for Board approval and be accountable for managing the Chamber's operations within the approved budget.
- Provide the Board with regular updates on the Chamber's financial and operational performance.
- Identify opportunities to strengthen the Chamber's relevance, visibility and long-term sustainability.

Membership Development and Business Relationships

- Actively develop relationships with businesses throughout Cornwall and the surrounding area.
- Recruit new members and strengthen relationships with existing members.
- Develop strategies to improve member engagement, retention and satisfaction.
- Ensure members receive meaningful value from their Chamber membership.
- Serve as an accessible and effective resource for local businesses.
- Identify prospective members, partners and sponsors and develop new opportunities to grow the Chamber's membership and revenues.

Business Advocacy and Community Relations

- Represent the interests of the local business community with municipal, provincial and federal governments.
- Build strong relationships with business organizations, economic development partners and community stakeholders.
- Develop productive relationships with elected officials and community leaders.
- Identify issues affecting local businesses and help advocate for positive change.
- Promote Cornwall and area as an attractive place to do business, invest and grow.
- Represent the Chamber at business, government and community events.

Events, Programs and Communications

- Oversee the planning and delivery of Chamber events, networking opportunities, business awards and other signature programs.
- Develop opportunities that bring members together to connect, collaborate and grow.
- Promote the Chamber's activities, initiatives and accomplishments.
- Oversee the Chamber's communications, marketing and social media presence.
- Seek opportunities to increase the Chamber's visibility and relevance within the community.

Financial and Operational Management

- Oversee the Chamber's financial performance and day-to-day operational activities.
- Monitor revenues and expenditures and ensure the organization operates within its Board-approved budget.
- Identify and develop new revenue opportunities, partnerships, sponsorships and funding sources.
- Ensure the effective administration and management of Chamber resources.

- Supervise, support and provide direction to the Chamber's employee, including establishing priorities and ensuring the effective delivery of Chamber programs and services.
- Ensure the Chamber maintains effective administrative systems, processes and controls.

Qualifications and Experience

We are looking for someone with the ability and ambition to grow into a prominent leadership role within the Cornwall and area business community.

The successful candidate will ideally bring:

- Demonstrated leadership ability or leadership potential.
- Experience in business, professional services, economic development, sales, marketing, community organizations or a membership-based organization.
- Strong relationship-building and networking abilities.
- An understanding of the opportunities and challenges facing small and medium-sized businesses.
- Strong written and verbal communication and public presentation skills.
- Business development, sales, marketing, event management or community engagement experience.
- Strong organizational, problem-solving and decision-making abilities.
- An understanding of budgeting and basic financial management.
- Proficiency with common business software, digital communications and social media.
- The ability to manage multiple priorities and work independently in a dynamic environment.

A combination of education and relevant professional experience will be considered.

Experience working with a Board of Directors is considered an asset.

Bilingual proficiency in English and French is considered an asset.

Who You Are

You are someone who:

- Is ambitious, self-motivated and entrepreneurial.
- Genuinely enjoys meeting people and developing professional relationships.
- Wants to build a strong network and become actively involved in the business community.
- Is confident representing an organization publicly.
- Is comfortable reaching out to businesses and developing new relationships.
- Takes initiative and enjoys turning ideas into action.
- Is a strong communicator and relationship builder.
- Is organized, dependable and accountable.
- Is comfortable working with business owners, executives, elected officials and community leaders.
- Wants an opportunity to grow professionally while making a meaningful contribution to the community.

What We Offer

- A highly visible leadership position within the Cornwall and area business community.
- Exceptional opportunities to build relationships with business owners, entrepreneurs, executives, elected officials and community leaders.
- The opportunity to develop your professional profile and establish yourself as a recognized resource within the local business community.
- Significant exposure to business leadership, governance, advocacy and economic development.
- The opportunity to develop and implement new ideas and initiatives.
- Professional growth and leadership development through direct interaction with an engaged Board of Directors.
- A dynamic and varied role where no two days are the same.
- The opportunity to make a meaningful and measurable contribution to Cornwall and area's business community.
- Employee benefits, including a Health Spending Account and RRSP matching.
- Compensation will range from $75,000 to $85,000 annually, commensurate with experience and qualifications.

How to Apply

Interested candidates are invited to submit a cover letter and resume explaining their qualifications, relevant experience and interest in the position.

Applications should be submitted electronically to:

Attention: General Manager Search Committee
Cornwall and Area Chamber of Commerce
eric.tremblay.cpa@gmail.com
Application Deadline: December 11

We thank all applicants for their interest. Only candidates selected for an interview will be contacted.

The Cornwall and Area Chamber of Commerce is committed to an inclusive and accessible recruitment process. Accommodation is available upon request.