



# General Manager Job Posting

## Southern Georgian Bay Chamber of Commerce

*Do you enjoy working with people and want to see our region's business community grow?* The Board of Directors for the Southern Georgian Bay Chamber of Commerce is seeking an enthusiastic, independent, organized and innovative individual as a General Manager to begin in March 2019. The Chamber is a local non-for-profit organization representing the business community in Midland, Penetanguishene, Tay and Tiny which provides a forum to help raise business profile in the community; offers discount programs to save money; and networking avenues to develop relationships with other entrepreneurs.

You will be responsible for all operations of the Chamber, and will be accountable to the Board for operating within approved budget and policy. You will lead all business, financial, communications, marketing, and human resources plans and events on behalf of the Chamber, thriving in a fast-paced office environment.

As General Manager, a typical day might include the following:

- Prepare a member newsletter which includes a call for nominations for the Annual General Meeting gala event.
- Plan a "business before 9" event with an engaging speaker, perhaps in partnership with a local business or community development organization.
- Chat with a potential new member and look for ways to serve members better with the resources you have.
- Upload new information on our website and think of awesome ways to engage using our social media platforms.
- Deal with contractors for the maintenance of the Chamber property and getting out there yourself to shovel to make sure the premises are safe for visitors to enter.
- Keep track of spending and enter cheques in our financial system before next month's Board meeting.

This job might be right for you if:

- You pay attention to the details. As far as you're concerned, anything worth doing is worth doing right, every single time. You stay focused, and nothing falls through the cracks on your watch. You can be trusted with following through anything that you do.

- You like helping people and their business grow. You think locally. You look for new ways of serving our local businesses and our community, seeking out new opportunities to connect with people and form partnerships that are beneficial and efficient.
- You enjoy organizing events that are impactful for those who attend. You look for ways to continuously improve.
- You think on your feet. You like learning new things and you can learn quickly. When things change, you know how to roll with the punches.
- You're diplomatic. You'll need to be conscientious of our member mandate.
- You have a post-secondary degree in business or sales and marketing (or relevant work experience), as well as event management experience. Mastery of Microsoft Office, Quickbooks and/or Simply Accounting would be an asset.
- You must have a valid driver's license.

This is a permanent, full time position, with a 6-month probationary period, which requires flexibility to accommodate regular operating hours as well as some evening and weekend activities. Our membership is diverse and our service to their needs on their timelines is paramount. The current salary for this opportunity is between **\$50K – \$65K with benefits** (the salary depends on level of experience and education).

Recognizing that diversity fosters a rich business environment, we welcome applicants varied abilities and backgrounds and are committed to accommodating them throughout the hiring process. We encourage all qualified applicants to provide a resume and cover letter by email no later than **February 15, 2019** to:

Peter Kostiw

President, Board of Directors

Southern Georgian Bay Chamber of Commerce

**[sgbccgm@gmail.com](mailto:sgbccgm@gmail.com)**