GREATER LANGLEY
CHAMBER OF COMMERCE

Opportunity Profile

CHIEF EXECUTIVE OFFICER

GREATER LANGLEY CHAMBER OF COMMERCE

NELSON/KRAFT
AND ASSOCIATES

EXECUTIVE SUMMARY

Reporting to the Board of Directors, the CEO provides leadership and direction to the achievement of the Greater Langley Chamber of Commerce's mission and objectives. Acting as a liaison among members, the board of directors, staff, volunteers, government and partners, the CEO is responsible for overseeing the delivery of all programs and services, membership growth, membership retention, as well as budgets, daily operations, community engagement and public relations.

OUR STORY

The Greater Langley Chamber of Commerce is a membership driven organization comprised of businesses, community organizations and professional individuals. Working in partnership with the local business community, our mission is to be the Voice of Business in Langley by promoting and improving trade and commerce, and the economic, civic and social welfare of the District, Langley City, Langley Township and the community-at-large.

Established in 1931, the Greater Langley Chamber of Commerce is proud to be an award-winning organization that continually strives to meet and exceed the needs of our members. With over 1020 members, the Greater Langley Chamber of Commerce is one of BC's largest chambers of commerce. The Chamber is nationally accredited with distinction and our mission is to "Create the best environment for business."

The Greater Langley Chamber is an active business organization engaged in policy development and advocacy that affects the competitiveness of our members and the Canadian business environment. The united voice of members expressed through the Chamber has a positive impact on issues facing businesses and the community at large. The Chamber is also a vehicle for business people from large and small businesses to connect and prosper together. The Chamber's Board of Directors is made up of volunteers representing various business sectors in our community. Board members have extensive experience and understanding which adds tremendous value to the organization. The Chamber works closely with economic development organizations and all three levels of government to offer the perspective of Chamber members.

KEY RESPONSIBILITIES

- Work with the Board of Directors to develop and implement the Greater Langley Chamber of Commerce short-term and long-term objectives, to establish committees and to make decisions on allocation of resources. Monitor and report progress of objectives on a regular basis.

- Advise, support and solicit direction from the Board of Directors through regular communications and meetings.

- Plan, organize and oversee daily operations of the Greater Langley Chamber of Commerce, and develop and maintain records of Chamber members, partners and key contacts.

- Maintain records of communications, events and activities.

- Manage, train and develop staff members, contractors and volunteers to ensure objectives are met in a timely manner.

- Manage budget in consultation with the Board of Directors. Maintain and report accurate accounts of the finances, and manage monthly cash flow and budget statements.

- Build trust within the community, develop relationships with members, and keep members informed through regular communications, news bulletins, security alerts, meetings and networking activities.

- Solicit feedback and respond to inquiries and concerns in a timely manner.

- Ensure compliance of accepted business practices, contracts, government regulations, employment standards and bylaws.

- Work and communicate with all levels of government officials on policies and programs that support and grow business.

- Increase membership by attracting new members and retaining existing members.

- Manage policies and keep them current and updated, creating new policies when needed.

QUALIFICATIONS

- University degree in business administration, communications, marketing, economic development or a related field.
- Minimum 5 years management experience in a related field.
- Strong leadership skills and excellent written and verbal communication skills.
- Highly motivated self-starter who works well under limited supervision.
- Organized, efficient, resourceful and dependable.
- Ability to manage a variety of projects simultaneously and to meet deadlines.
- Strong public speaking, interpersonal and negotiation skills.
- Proficiency in major office computer applications.
- Knowledge of the Langley area is preferred.
- Experience with other business associations, economic development offices and/or non-profit associations is an asset.

SEARCH PROCESS

OUR SEARCH TEAM

mark@nelsonandkraft.com
778.982.4427

MARK KRAFT
LEADING THE SEARCH

Mark is a trusted and sought-after executive search leader, with over 20 years of combined experience in the public and private sectors. Bringing a deep level of care and commitment to his clients, Mark has successfully led over 100 executive talent searches across Canada, for roles ranging from CEO to CFO, to COO. With his breadth and depth of experience, Mark has become a respected advisor and go-to expert for non-profit, charity, and faith-based organizations looking to source top executive talent.

larry@nelsonandkraft.com
778.385.0117

LARRY NELSON
SUPPORTING THE SEARCH

Larry is a Chartered Professional Accountant and former CEO of a large not-for-profit seniors' housing provider. His knowledge gained while chairing several not-for-profit boards of directors across Canada equips him well to serve the needs of charities. He has placed over 80 senior executives and worked with more than 70 not-for-profit organizations across Canada. He is passionate about lending his professional expertise to not-for-profit organizations.

tim@nelsonandkraft.com
604.562.4906

TIM WARKENTIN
SUPPORTING THE SEARCH

Tim is a certified coach, strategic planning facilitator and Birkman consultant. He brings thirty years of leadership development experience as an effective partner with not-for- profit leaders and organizations. Tim's consistent contribution is successfully guiding a process to achieve the clarity and perspective necessary to reach strategic, operational and financial goals.

ESTIMATED SEARCH TIMELINE

While every search is dynamic and time frames are hard to predict, the following is an overview of the expected timeline for this search:

Location: Langley, BC

Application Deadline: February 25, 2022

Short List Interviews: March 7-11, 2022

Start Date: Spring 2022

HOW TO APPLY

Forward your resume and cover letter to info@nelsonandkraft.com.

To obtain a complete Opportunity Profile, please visit our website.

Nelson/Kraft & Associates Inc. is an executive search firm specializing in the recruitment of executive management and fundraising personnel in the charitable sector. We work with a diverse group of not-for-profit organizations through the connection of colleagues in Vancouver, Calgary, Winnipeg, and Toronto.

Nelson/Kraft & Associates Inc. welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.