



Executive Director

Job Posting

Full-Time • Tofino, BC

Salary Range \$60,000 - \$85,000

The Tofino Chamber of Commerce is seeking a dynamic, community-minded Executive Director to lead our organization in supporting a resilient, diverse, and sustainable local business community.

As Tofino's only full-time Chamber staff person, the Executive Director plays a critical role in advancing member value, strengthening partnerships, managing advocacy, and ensuring effective day-to-day operations.

This position requires a highly organized leader who excels in relationship-building, communications, project management, and strategic execution. The Executive Director works collaboratively with a volunteer Board of Directors and represents the Chamber in local, regional, and provincial spaces.

Key Responsibilities

1. Governance & Board Support

- Provide administrative support to the Board of Directors, including correspondence, meeting coordination, minute-taking, and follow-up on action items.
- Implement the 2025-2029 Board-approved strategic plan, and develop programs, policies, and initiatives to support Chamber goals.
- Create and oversee Chamber committees, maintain committee records, and report regularly to the Board.
- Prepare agendas, reports, monthly Board packages, and strategic updates.

2. Financial Management

- Manage day-to-day finances, including accounts payable/receivable, deposits, payroll, invoicing, and expense tracking.
- Work with the bookkeeper to complete monthly reconciliations and produce financial reports.
- Prepare the annual budget for Board approval.
- Coordinate year-end reporting and assist with AGM financial documents.
- Ensure compliance with all reporting requirements (CRA, Boards of Trade Act, insurance, memberships).

3. Membership Services & Communications

- Serve as the primary point of contact for members, prospective members, and the public.
- Maintain and update the CRM (membership renewals, profiles, invoicing).



- Recruit new members through outreach, promotion, and relationship-building.
- Manage the Chamber website, social media channels, newsletters, surveys, press releases, and internal/external communications.
- Be the Tofino Chamber spokesperson for media inquiries.
- Share relevant news, funding opportunities, policy updates, and resources with members.

4. Events & Program Delivery

- Plan, promote, and execute Chamber events, including but not limited to Member Luncheons, workshops, peer groups, All-Candidates Meetings, the Annual General Meeting, and the Business Excellence Awards.
- Be part of the working group coordinating the annual curriculum, reporting, and partner engagement for the West Coast Ambassador Program.
- Lead Business Retention + Expansion activities and other business support programs.
- Manage the District of Tofino fee-for-service contract and reporting requirements.
- Develop and deliver annual work plans, program calendars, and member engagement strategies.

5. Advocacy & External Relations

- Represent the Chamber at local working groups, committees, and public meetings (e.g., ACRD transportation committee, water conservation group, regional economic initiatives).
- Coordinate joint advocacy with municipal, regional, and provincial partners, including Resort Chambers Coalition projects.
- Research issues, develop policy briefs, and prepare letters of support or advocacy submissions.
- Maintain strong relationships with Tourism Tofino, District of Tofino, Tla-o-qui-aht First Nations, CBT, ACRD, and other community organizations.

6. Administration, Operations & Special Projects

- Oversee general office administration, correspondence, and record-keeping.
- Prepare monthly newsletters, communications, and reports.
- Manage grant applications, reporting, and project delivery.
- Refresh and update communications materials, website content, and membership tools.
- Support initiatives and collaborate on community projects.
- Monitor progress toward annual goals and maintain updated project timelines.



Qualifications

Required

- Experience in nonprofit management, business administration, community economic development, tourism, or related fields.
- Strong skills in communications, coordination, and relationship-building.
- Demonstrated ability to manage budgets, financial processes, and reporting.
- Event planning and project management experience.
- Comfort working independently in a dynamic, multi-stakeholder environment.
- Exceptional writing, editing, and digital communications skills.

Preferred

- Familiarity with Tofino or similar rural, tourism-driven communities.
- Experience working with a volunteer Board of Directors.
- Knowledge of chamber operations, CRM systems, and membership models.
- Experience with advocacy, public policy, or economic development.

Key Attributes

- Collaborative, inclusive leadership style
- Excellent organizational and time-management skills
- Strategic thinker with strong attention to detail
- Diplomatic, professional, and community-focused
- Ability to balance day-to-day operations with long-term planning

Working Conditions

This is a full-time position based in Tofino, BC. Some evening or weekend work is required to support events, meetings, and community engagement activities.

How to Apply

Please submit your cover letter and resume to admin@tofinochamber.org with the subject line *Executive Director Application – Tofino Chamber of Commerce*.

Applications will remain open until the position is filled. Interview will commence at the beginning of January.