

Chief Executive Officer— Red Deer District Chamber

Location: Red Deer, Alberta

Position Type: Full-Time

Application Deadline: July 18, 2025

Start Date: September 18 2025

About the Chamber

The Red Deer & District Chamber of Commerce is a leading business organization committed to building a vibrant regional economy and advocating for a competitive business climate. Representing a diverse membership, we serve as a catalyst for business growth, collaboration, and community development across Central Alberta.

The Opportunity

The Chamber is seeking an experienced and dynamic Chief Executive Officer to lead the organization in fulfilling its mission and strategic objectives. This is an exciting opportunity for a results-oriented and visionary leader who can build strong relationships, influence policy, and drive business support initiatives in the region.

Key Responsibilities

- **Leadership & Strategy**
Provide visionary leadership and strategic direction aligned with the Chamber's mission and Board directives.
- **Governance & Administration**
Work closely with the Board of Directors to implement policies, ensure compliance with bylaws, and provide timely reporting.
- **Office & Staff Management**
Ensure the effective day-to-day operation of the Chamber office, including supervision of staff, implementation of internal systems and processes, and maintaining a positive, productive work environment.
- **Organizational Performance & Evaluation**
Regularly assess Chamber operations and outcomes against strategic goals; adjust as needed to ensure continued effectiveness and relevance of the Strategic Plan.
- **Financial Oversight**
Develop and manage the annual budget, secure sponsorships and funding, and ensure long-term financial sustainability.
- **Advocacy & Policy**
Champion the interests of the business community through effective policy development and advocacy at all levels of government.

- **Membership & Program Development**

Oversee programs, events, and services that deliver value to members and attract new membership.

- **Stakeholder Engagement**

Act as the primary spokesperson and liaison for the Chamber with government, media, businesses, and community organizations.

Qualifications

- Proven senior leadership experience, ideally in a Chamber, business association, or non-profit organization.
- Demonstrated success in building, leading, and mentoring high-performing teams.
- Strong understanding of economic development, public policy, and advocacy.
- Exceptional communication, interpersonal, and relationship-building skills.
- Experience managing budgets, and strategic plans.
- Skilled in operational planning, process improvement, and implementing efficient internal systems.
- Ability to think innovatively while delivering operational excellence.
- Post-secondary education in business, public administration, or a related field is preferred.

Compensation

- A competitive salary and benefits package will be offered, commensurate with experience.
- Extended health benefits, vehicle allowance, and RRSP program is included.

How to Apply

Please submit your cover letter and résumé in PDF format to

CEOsearch@reddeerchamber.com with the subject line: *CEO Application – [Your Name]*.

The Red Deer & District Chamber of Commerce is an equal opportunity employer. We thank all applicants for their interest. Those whose qualifications align with the position requirements will be contacted regarding their application.