

CHIEF EXECUTIVE OFFICER

GREATER NANAIMO CHAMBER OF COMMERCE

The Greater Nanaimo Chamber of Commerce is seeking a visionary Chief Executive Officer to lead the organization into its next phase of growth, influence, and impact.

Nanaimo is one of Canada's fastest-growing regions and consistently ranked among the country's top cities for quality of life (#1 in BC, #2 in Canada). Known as *The Harbour City*, Nanaimo is a vibrant coastal community and the economic hub of central Vancouver Island.

Nanaimo Chamber serves as a bridge and trusted partner to community stakeholders, the business and nonprofit sectors. Currently working with over 600 members annually, the Chamber is active and offers networking events as well as delivering key community events such as Members Open Golf Tournament, Commercial Street Night Market and the Nanaimo Business Awards.



THE OPPORTUNITY

This is a rare opportunity to lead one of Vancouver Island's premier business institutions during a pivotal era of transition. The successful candidate will play a defining role in shaping how the Chamber champions business success, drives public policy, and secures the long-term prosperity of Nanaimo and the surrounding region. This role offers competitive compensation commensurate with experience, alongside the unique opportunity to build a lasting institutional legacy.

THE ROLE

Reporting to a Board of Directors, the CEO is accountable for the Chamber's overall performance, financial sustainability, impact and organizational leadership. This role requires a growth-minded and enthusiastic leader with strong political acumen, exceptional communication skills, and the ability to build high-performing teams through coaching and mentorship. In this role, you are willing to rethink systems and processes and craft creative but practical solutions for a diverse and growing membership group.

The CEO serves as the leading voice for business and nonprofit sectors in Nanaimo, advancing policy, influencing decision-makers, and strengthening the Chamber's relevance to members and the community.

This is a permanent and in-office role in Nanaimo, BC.

WHO YOU ARE

The ideal candidate is a proven visionary who clearly understands the Chamber mission, vision and values and can grow the vision in a meaningful way to all members and partners.

This role is an opportunity to leverage a team to lead the Chamber into its next era of growth through your expertise, clear vision, and thoughtful leadership.

You thrive in a work setting that often has your days spent connecting with various change makers, members, and community leaders that help the chamber flourish, while ensuring milestones are met and teams are self starting and performing their core roles.

You thrive in creating systems, driving growth and working with a diverse and growing team.

KEY ACCOUNTABILITIES

Governance & Board Relations

- Provide visionary leadership and execute the Board-approved strategic plan
- Work in close partnership with the Board of Directors to support effective governance and decision-making
- Manage materials and reports for Board and committee meetings and ensure those are prepared on a regular board cycle cadence
- Ensure financial sustainability through disciplined budgeting, ROI analysis, and resource allocation
- Oversee financial planning, budgeting, forecasting, and reporting to ensure accurate and up-to-date fiscal accountability
- Oversee budgets for various departments in the Chamber team including Marketing, Membership and other budget needs.

Partner Relations & Events

- Build and leverage strong political, municipal, government, and stakeholder relationships through the region of Nanaimo
- Serve as a trusted ally to partners such as Tourism Nanaimo, Vancouver Island Economic Alliance and Snuneymuxw First Nations
- Represent Greater Nanaimo Chamber as an active stakeholder with Nanaimo Prosperity Corporation
- Lead the relationship connection with fellow Chamber organizations provincial and national Chamber associations
- Lead advocacy and policy initiatives at the municipal, provincial, and federal levels

- Identify and lead business development efforts, including grants, government funding, fundraising, sponsorships, and partnerships
- Serve as the primary spokesperson and representative of the organization
- Advocate for the organization's mission and the communities it serves at local, regional, provincial and federal levels

Operations, People & Leadership

- Build, coach, and mentor a high-performing team and positive organizational culture
- Ensure systems, policies, and procedures support efficient and ethical operations and make recommendations for any changes as required
- Monitor outcomes and impact, using available data to inform improvement
- Oversee recruitment, performance management, professional development, and succession planning of the team

Membership & Marketing

- Serve as a dynamic spokesperson and presenter to business, social, government, media, and community audiences
- Retain and foster current membership while driving a competitive strategic membership growth strategy
- Lead a strategic brand evolution for The Chamber to take the brand into its next innovative chapter
- Oversee your marketing team to ensure the vision, mission and programs of the Chamber are regularly promoted and celebrated in digital and traditional marketing channels
- Set and support the team in competitive annual membership growth and marketing goals
- Collaborate with staff and the board to develop high revenue streams that also deliver strong, meaningful value to our members

IDEAL EXPERIENCE

- Senior executive leadership experience in a chamber, nonprofit, private, economic development, or comparable organization
- Proven track record of political influence and policy leadership
- Experience growing a membership or client database
- Exceptional communication and presentation skills
- Strong financial acumen and experience leading lean organizations
- Demonstrated success developing teams through coaching and mentorship
- Experience working with marketing teams in house or through agency

COMPENSATION & BENEFITS

- **Base salary:** \$120,000 – \$150,000 (commensurate with experience)
- **Performance bonus:** up to 10%
- Benefits, flexibility, and professional development support included
- Annual professional designation & development support
- This role is in office based in Nanaimo, but offers hybrid flexibility

HOW TO APPLY

Please send your cover letter and resume by May 15th, 2026 with the subject line “**CEO – Nanaimo Chamber**” to recruitment@nanaimochamber.bc.ca

Greater Nanaimo Chamber of Commerce is an equal-opportunity employer. We value diversity and do not discriminate based on race, color, religion, gender, sexual orientation, national origin, genetics, disability, age, or veteran status.