



## **Executive Director**

**Hours:** 30 hours per week, (incl. after hours) Neg.

**Reports to:** NZ Chamber President

The New Zealand Chamber of Commerce (Singapore) is a membership-based incorporated society serving the New Zealand community and its partners in Singapore. The Chamber is headed by an annually elected Executive Committee, who volunteer their time part-time.

The Executive Director of the NZ Chamber is a part-time role responsible for the overall operations of the Chamber, working with the Executive Committee, and leading the Chamber's activities on a day-to-day basis. Specific responsibilities include:

- Stakeholder relationship management (Sponsors, Executive Committee, Chamber members, the New Zealand community in Singapore, and NZ Inc);
- Sourcing and signing up new Chamber sponsors;
- Managing Event calendar; envisioning, proposing, collaborating, and determining the viability of event ideas;
- Sourcing event sponsorship;
- Maintaining and Driving membership growth;
- Raising the profile of the Chamber and increasing its effectiveness for the membership;
- Ensuring value to sponsors and members;
- Overseeing all aspects of Marketing and communications, including traditional and social media;
- Working with the Executive Committee;
- Staff and volunteer management, including oversight of staff responsibilities;
- Timely management and reporting of the Chamber's monthly and annual accounts, oversight of the statutory Annual Audit, and
- Board meeting preparation and follow-up requirements.

Note: Many duties take place outside of normal business hours. The Executive Director needs to be available on a flexible-time basis.

MAIN DUTIES of the role include (but are not limited to) -

- **Membership:** Developing and executing strategies for the growth of Chamber membership; Assisting members to sign up and renew their membership; liaising with members to ensure members receive value from their membership.
- **Sponsors:** Managing sponsor relations on behalf of the Chamber, seeking opportunities for new Chamber sponsors, and ensuring the sponsor's interests are aligned with and upheld at events.
- **Community:** Maintaining and developing relationships with NZ Inc; other New Zealand Chambers in the region as part of the NZ ASEAN Business Alliance; other business Chambers, Trade Associations, and similar organisations in Singapore as part of the SBF TAC's Alliance; representing the NZ Chamber and business community where necessary by attending external events.
- **Compliance and Statutory:** Ensuring the activities of the Chamber are consistent with the Constitution and Statutory obligations and ensuring financial compliance, in conjunction with the Chamber's Honorary Treasurer and Auditors (ie; financial record keeping and finance management); Development and promulgation of policies and procedures as required.
- **Governance:** Working with the Executive Committee and subcommittees; Managing the Agenda and recording/filing of Minutes at Executive Committee meetings; liaising with the President and Chamber officers regularly.
- **Financial (in conjunction with the Chamber's Honorary Treasurer):** Preparing and reviewing monthly financial reports; Timely payment and invoicing of staff and suppliers; cash flow management and filling of invoices.
- **Administrative:** Maintaining and improving effective office systems; Insurance and Records management; Oversight of effective supplier relationships.
- **Staff Management:** Line manager for all employees of the Chamber; Staff Health and Safety; Recruitment and leave approval of new staff (as required) and volunteers.
- **Events Management:** Work with the Events Manager to ensure quality events for members and sponsors; attend Chamber events and host as needed.
- **Marketing and Communications:** Oversight, and provide directives of the Chamber website, newsletter, and social media presence (e.g., Facebook, Twitter, LinkedIn, Instagram); Media liaison; Support Event and Marketing manager with regards to marketing materials; Review and sign off of all external communications;

Key personal skills and attributes we believe are required for success in this role include:

- An affinity for all things New Zealand, and strong ties to New Zealand;
- Established business network with and familiarity with NZ companies and community leaders both in NZ and Singapore
- Good familiarity with Singapore culture and business practices;
- Self-starter, able to work independently;
- Attention to detail without losing sight of the big picture;
- Commercial nous;
- Excellent communication skills, strong written and spoken English;
- Social, enjoys public interaction;
- Staff supervision experience; and
- Tolerance for ambiguity and flexibility, characteristics of a membership-based organisation.
- Understanding and appreciation of NZ culture and the ability to share that with others