



WE ARE HIRING

Job Title: Executive Director

The British Chamber of Commerce in the Slovak Republic is looking for a motivated team player with great communication, organisational and interpersonal skills for the position of **Executive Director**.

We are a non-governmental organization with almost 25 years of local experience. Our mission is to provide business opportunities and nurture networking, knowledge sharing and communication with our members, and business community in Slovakia and the UK, involving different stakeholders and opinion makers. We believe in sustainability, innovation and the highest business standards.

We offer you a great opportunity to apply your talents in a vibrant business environment, where you can use your strong business expertise and make a real impact.

- **MINIMUM OFFERED SALARY:** 2 050€ gross; the final remuneration package will be agreed upon individually with a successful candidate.

Send us your CV and if you attach also a motivation letter explaining why you are interested in joining us, we will be happy to hear from you!

- **CONTACT:** info@britcham.sk, tel. 0948 073 095
- **LEARN ABOUT THE JOB, RESPONSIBILITIES AND DUTIES**

If you join us, you will be a part of a great local as well as international business community. You will be in charge of the following areas interacting closely with your team, the Board and Members as well as with external stakeholders, reporting directly to the Board.

What we are looking for in an Executive Director? Working on our mission is like a big, never-ending event – so we hope you enjoy event management!

- Being an ambassador of mutual business cooperation between the UK and Slovakia: acting as a business consultant and partner (or in cooperation with relevant experts) for potential and existing businesses in areas, which are in line with the Chamber's mission. Partnering with relevant stakeholders including the international community of the British Chamber. Constantly monitoring the business environment to be able to be a good and informed partner for Members and partnering stakeholders.
- Deliver on the Chamber's mission: Planning and overseeing the Chamber's consistent achievement of its mission and financial objectives.
- Focus on high standards: Leadership of all operations and staff in the development and implementation of all plans, policies, goals and other activities required by the Board.
- Financial & program management: fundraising, funding opportunities, donors management. Creation and implementation of an annual budget and regular budget updates and reporting; drive fundraising.





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- Daily business management: Responsible for the execution of all activities associated with the Chamber, including the development of an agenda, creation and delivery of any events, and meetings; selecting and managing support staff, contractors and materials as required.
- Members relationship management: serve as the key consulting partner for Members, explore opportunities for cooperation, ensure mutual agreements are followed, explore new Membership and Partnership opportunities; lead the development of the membership.
- Review and evaluate program activities, oversee the compliance of any contractual obligations the Chamber may need to fulfil and allocate resources for the provision of effective and efficient development of organisational and program objectives as outlined by the Board.
- Promote the Chamber towards the business community and media: Oversee marketing of Chamber activities, programs and goals, including offline and online communication channels. Act as spokesperson and liaison officer for the Chamber in all interactions with third parties, stakeholders and media – in alignment with the Board.
- Be a strong and proactive networker: Maintain & develop existing/establish new networks, sound working relationships and cooperative arrangements with key stakeholders and third parties active in areas important for the Chamber's mission.
- Be an inspirational team leader who drives successful implementation of the Chamber's mission, strengthens its reputation and supports the Chamber's team to be capable, motivated and successful in delivering agreed programs and activities.
- Reporting to the Board about the development, implementation and accomplishment of all activity conducted by the Chamber as per the programs and goals agreed upon and set by the Board.

We expect your previous business experience and qualifications to be as follows:

- You have 5+ business experience preferably in an international company in the fields of sales, marketing, communications, corporate/public affairs or non-profit organisation. Strong fundraising acumen belongs to your professional experience or you have already owned your own business
- You have an entrepreneurial spirit which inspires you to identify business development opportunities
- Thanks to your previous business exposure you can understand legal and financial documents, as well as analytical studies
- You are a strong communicator able to collect, interpret and deliver ideas, facts and figures in an effective manner
- Working on-site and hybrid working both work for you!

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