

# Executive Director

## AmCham Cyprus

### ***Position Summary:***

*The Executive Director will be responsible for the overall leadership and management of the AmCham Cyprus operational and administrative functions. Working under the guidance of the AmCham Cyprus Board of Directors through the Executive Committee, the Executive Director defines the association's strategic vision, and is accountable for its implementation and the results achieved.*

### **Duties and Responsibilities:**

- Oversee all management and strategic planning aspects of the organization, including advocacy, sponsorships, research, commercial service and organizing support for appropriate policy changes;
- Collaborate with Board Members to prepare both long term and short term strategies for achieving goals and objectives;
- Cultivate and maintain contacts with other AmChams including AmChams in Europe members, AmCham EU, neighboring AmChams, and the US Chamber of Commerce in the US;
- Work with AmCham Cyprus Board Members and AmCham Cyprus staff to plan and execute a schedule of events to benefit members;
- Be responsible for undertaking of all types of internal and external liaison;
- Establish and maintain cooperation with governmental departments and business associations;
- Maintain and increase membership base;
- Foster commercial collaboration with U.S. and other major foreign investor countries;
- Prepare annual budget as well as long-term financial plans;
- Review local accounting reports and comply with local accounting requirements;
- Develop, maintain and execute regular reporting on the association's activities to members, AmCham committees and the Board;
- Will readily accept direction from the Board of Directors and take charge as directed;
- Other duties as required.

## **Requirements:**

- Bachelor's degree in Business, Law, Public Relations or related fields, as a minimum. Master's degree including MBA is an advantage;
- Minimum of 5 years work experience, with experience at senior-level preferred;
- Demonstrated ability to perform and prioritise multiple tasks in a high volume environment;
- A strong business background with budget, staff and P&L management responsibilities at a senior level. Demonstrated strong analytic, organizational, financial and quantitative skills;
- Proven written and oral communication skills; influential and engaging as an advocate in front of large or small audiences;
- A good understanding of today's web-based technologies; computer/email/internet literate as well as digital marketing/social channels usage for business purposes.
- Is a proactive self-starter that demonstrates high levels of initiative and has a strong sense of service delivery;
- Ability to identify opportunities for the organization and build plans.

## **Reporting:**

The Executive Director takes direction through the Board of Directors decisions, and continuously works with and supports the Executive Committee for the implementation of the BoD's decisions and strategies.

## **Applications:**

All applications to be sent to [President@amcham.cy](mailto:President@amcham.cy) the soonest possible, and not later than January 26<sup>th</sup>, 2024.

The employment of the successful candidate will be under and administrated by the Cyprus Chamber of Commerce, on behalf of AmCham Cyprus.

*AmCham is a member of AmChams in Europe and is accredited by the U.S. Chamber of Commerce. AmCham operates under the auspices of the Cyprus Chamber of Commerce and Industry.*