
CANCHAM CAMBODIA

POSITION DESCRIPTION: EXECUTIVE DIRECTOR

Job Title	Executive Director (Paid)
Reports To	Board of Directors, CanCham Cambodia
Primary Liaison	Chair and Vice-chair of the Board
Secondary Liaison	Treasurer and Board
Team	Staff, interns, and volunteers
Location	Phnom Penh, Cambodia
Employment Type	Full-time preferred; part-time considered subject to Board approval
Compensation	Base salary plus performance incentive tied to approved KPIs (see Compensation and Terms)
Deadline	August 07, 2026

About CanCham Cambodia

The Canadian Chamber of Commerce in Cambodia (CanCham Cambodia) is the leading organization representing and advancing the interests of the Canadian business community in Cambodia. The Chamber supports its members through advocacy, networking, market intelligence, and business development opportunities, and works closely with government, private sector, and international partners to strengthen bilateral trade and investment ties between Canada and Cambodia.

CanCham Cambodia is a non-profit organization governed by a volunteer Board of Directors, with a membership base spanning Canadian, Cambodian, and international companies.

Position Summary

The Executive Director (ED) leads the Chamber's next phase of growth and strengthens its role as the primary platform for Canada-Cambodia business engagement. The ED is responsible for implementing the Chamber's strategic plan, ensuring operational excellence, delivering value to members, maintaining financial sustainability, and strengthening CanCham's position as a trusted voice for the Canadian business community in Cambodia.

The ED serves as the principal operational representative of the Chamber and maintains productive relationships with members, government agencies, diplomatic missions, development partners, international chambers, investors, and other stakeholders.

The position requires strategic leadership, strong organizational management, sound financial oversight, and exceptional stakeholder engagement.

Key Responsibilities

1. Strategic Leadership, Operations, Governance, and Finance

- Lead the Chamber's strategy, operations, and execution in line with its priorities;
- Provide financial stewardship through P&L management, budget oversight, and long-term sustainability;
- Oversee administrative and financial operations, including vendor management, payroll, cash disbursements, invoicing, and coordination with designated service providers;
- Manage governance processes, including Board meetings, agendas, minutes, and compliance requirements;
- Supervise internal staff and external service providers to ensure effective delivery;
- Develop strategic partnerships, sponsorships, and other revenue opportunities to support the Chamber's growth and sustainability.

2. Membership Growth and Member Services

- Develop and execute a membership growth and retention strategy;
- Meet with members to understand their business needs and regulatory concerns;
- Ensure timely delivery of membership benefits and services;
- Monitor member satisfaction and continuously improve member value;
- Oversee membership administration: CRM records, invoicing, renewals, and database;
- Develop programs and work with committees to increase member engagement.

3. Stakeholder Engagement and Advocacy

- Serve as the Chamber's principal representative with government, the Canadian Embassy, and private sector and international partners;
- Coordinate advocacy efforts on issues of concern to members, and maintain an advocacy matrix tracking priority issues, positions, and outcomes;
- Prepare policy submissions, consultation responses, and position papers;
- Monitor legislative and regulatory developments affecting members;
- Track and report advocacy outcomes to the Board.

4. Programs, Events and Business Development

- Plan and deliver Chamber events, trade delegations, and the Annual General Meeting;
- Secure speakers, partners, and sponsors to ensure events are well attended and financially self-sustaining;
- Coordinate regional initiatives and joint events with partner chambers;
- Identify opportunities from Team Canada trade missions and international delegations;
- Represent and promote CanCham within regional and global chamber networks.

5. Communications

- Act as the first point of contact for internal and external communications;
- Lead the Chamber's communications and marketing, including social media, website content, and newsletters;

- Prepare the Annual Report and promote member and Chamber achievements;
- Ensure consistent, professional messaging across all communication channels;
- Support media engagement and public relations as needed.

Skills and Qualifications

Required

- Bachelor's degree in Business Administration, Economics, International Relations, Public Policy, Commerce, Law, Management, or a related field;
- At least 5 years of professional experience, including a minimum of 3 years in trade, investment, management, or policy-related work;
- Proven leadership experience in a senior management or executive role;
- Demonstrated ability to manage relationships with high-level institutional stakeholders;
- Experience managing budgets, programs, and member or client services;
- Excellent written and spoken English;
- Strong personal integrity and a service-oriented approach.

Preferred

- Master's degree in a related field;
- Proficiency in Khmer and French are strong assets;
- Established network in Cambodia and the wider region;
- Experience in chamber of commerce, or membership-based organization management;
- Experience working in both Cambodia and Canada.

Compensation and Terms

- Base salary, commensurate with experience, plus performance incentive;
- Performance incentive tied to pre-approved KPIs, for example: membership growth and retention, sponsorship or revenue targets, and successful delivery of flagship events;
- Start date: as soon as possible;
- Probation period: 3 months.

What We Offer

- The opportunity to lead the Canadian Chamber of Commerce in Cambodia;
- Direct engagement with senior business leaders and policymakers;
- A role in strengthening Canada-Cambodia trade and investment ties;
- A dynamic, internationally connected, and flexible working environment.

To Apply

Interested candidates should submit a CV and cover letter to denisbarre@canchamcambodia.org by **August 07, 2026**. Only applications submitted through this method will be considered.