



JOB LISTING AND DESCRIPTION FOR THE PRESIDENT & CEO POSITION

Position Description:

As a member of the Chamber team, you will enjoy a growing and challenging environment that includes collaborating with non-profits and business partners at local, regional, and state levels. The President / CEO serves as the face of the Chamber in the community and must be able to effectively communicate and advocate member interests at government meetings, local events, and various functions. Your strategic leadership talents will be fully utilized as you manage day to day operations while also being a visionary for the Chamber and Muskogee. Your strengths in relationship building and the ability to effectively work with a wide variety of business and community leaders will align with your motivation toward achieving superb organizational results.

Responsibilities include:

- Managing the daily operations and administration of the organization including marketing, finance, membership recruitment and retention, human resources, information technology, and communications with the public;
- Working in partnership with the Chamber Board of Directors to achieve the Chamber's mission and goals and setting the strategic direction for the organization;
- Preparing, implementing and successfully managing an annual operating budget;
- Supervising all staff;
- Working with the Chamber Board to develop and execute an annual Program of Work;
- Ensuring all policies and procedures are followed and upholding the corporate bylaws;
- Oversight of all revenue sources and fundraising efforts including membership dues, special events, sponsorships, grants and contracts;
- Executive oversight of the Tourism program and contract, including relationships with City staff, City Council, the MRA Tourism Board, and other stakeholders;
- Performing advocacy and lobbying duties on behalf of the business community with local, state and federal government officials;
- The ideal candidate will have excellent communication and dynamic leadership skills, a bachelor's degree, and related experience.

Qualifications:

- Ten years of progressively responsible business, Chamber of Commerce, or non-profit management and supervisory experience required. CEO experience highly desirable;
- Minimum of three years of P&L and budgeting responsibility;
- Knowledge and ability to read, interpret and communicate financial statements;
- Demonstrated success in fundraising;
- The ability to manage teams of staff, volunteers and committees;

- Strong organizational skills and the ability to manage multiple projects simultaneously;
- A high level of professionalism and exceptional integrity;
- Comfortable and experiences in public speaking to a variety of different audiences;
- The ability to tactfully work with differing opinions and navigate difficult relationships with strong conflict resolution skills;
- Excellent communication skills - verbal, written, and listening;
- Ability to encourage collaboration and build consensus;
- Strong problem-solving and analytical skills;
- The ability to successfully engage in project/program development and measure success;
- Technologically literate with advanced practical knowledge of MS Office and social media platforms;
- A willingness to work odd hours including evenings and weekends as necessary;
- Government relations experience a plus;
- Public relations/media relations experience a plus.

Education Requirements

B.A./B.S. preferably in business, communications, economics, marketing or equivalent experience in a relevant field.

Compensation

The Muskogee Chamber of Commerce offers competitive compensation, comprehensive benefits and an engaging work environment driven by the desire to serve our members and the community.

Additional Information

- Reports directly to the Executive Committee of the Board of Directors
- 500+ current chamber members
- 6 additional full-time employees and 2 part-time interns
- Multiple active committees and task forces
- 23 Board of Directors
- Chamber Budget \$500,000+; Tourism Budget \$600,000
- Population 39,000

Send cover letter and resume to dj@muskogeechamber.org or to PO Box 797 Muskogee, OK 74402.

Deadline to receive resumes is Tuesday, October 15, 2019