



The President/CEO manages the chamber staff and serves as the "face of the Chamber". Acting as a community leader and ambassador, the President/CEO provides leadership, vision, strategic thinking and implementation for the Lawton Fort Sill Area Chamber of Commerce. The President/CEO also collaborates closely with other business organizations and government entities with the goal of helping businesses grow throughout the community. The President/CEO will report to an Executive Committee and Board of Directors.

Responsibilities of the President include, but are not limited to, membership recruitment and retention, issues advocacy, fundraising, strategic business planning, budget oversight and management of Chamber staff. The position requires total dedication, a hands-on approach to daily operations management and the ability to act as the primary spokesperson for the Chamber and its membership.

Community: Lawton Fort Sill Chamber of Commerce ("LFSCC") is located in the heart of Southwestern Oklahoma in Comanche County. LFSCC currently has more than 800-member businesses located throughout the Lawton Fort Sill area.

CORE COMPETENCIES:

- Proven track record of excellence in leadership, teamwork, collaboration and customer service skills
- Proven ability to develop and maintain alliances with officials and agencies from local businesses, city, county, state, federal and military installations
- Hire, retain, and develop exceptional team staff members, and provide daily direction to meet the Chamber's short and long-term goals, execute top flight events, and provide excellent member value at all times
- Serve as the principal spokesperson and ambassador for the Chamber
- To effectively lead Chamber staff and volunteers consistent with the Chamber's mission and vision
- An unmatched ability to retain and support current membership, and strong commitment to new member growth
- Obtain and analyze information regarding the needs of member businesses, and develop the data into programs that create exceptional member value
- Represent the Chamber at business and community events, public and private meetings, legislative and political events
- Identify pressing issues related to business, workforce, community image, efficiency and facilitate a cooperative approach to solutions

QUALIFICATIONS:

- Minimum educational requirement of a bachelor's in business or a related degree. Master's degree and/or certification through the US Chamber of Commerce Institution of Organizational Management, the American Chamber of Commerce Executives, or the Oklahoma Chamber of Commerce Executives preferred.
- 7+ years' experience in executive level management, business development/sales, and/or marketing; nonprofit experience preferred
- Chamber of Commerce or trade association experience preferred
- Successful committee organization and oversight
- Demonstrated ability to deal effectively with economic development partners in City, County and State highly desired

SKILLS

- High level of professional and personal integrity
- Ability to create and effectively communicate vision
- High quality standards, sound judgement and good problem-solving skills
- Strong leadership skills to motivate and inspire others to reach a higher goal
- Demonstrated ability to build consensus among a diverse group of stakeholders
- Ability to build strong relationships with City, State, education, industry and business leaders
- Strong financial acumen (strategic view/funding needs).
- Manage multiple tasks and prioritize organizational needs
- Strong administrative and financial management skills
- Proven experience with decision making in a highly collaborative environment
- Strong organizational, communication, and interpersonal skills
- This position requires Effective communication to membership and board on a continual basis

BEHAVIORS

- Maintains composure under pressure
- Maintains overall effectiveness during change
- Considers organizational impact when making decisions
- Assimilates and becomes part of the community

To be considered for this position, please forward a resume & cover letter stating your past experiences, how they relate to this position and how they would provide for the future success of the Lawton Fort Sill Chamber of Commerce.

Email your resume & cover letter to syarbrough@lawtonfortsillchamber.com for consideration

Interview Process: Resume review, Phone Screening, Candidate Skill Evaluation Exercise & Multi-Step In Person Interviews

1. Why do you want to serve as the President for the Lawton Fort Sill Chamber of Commerce?
2. Please review our Core Values in the link below and tell us how you fit with those values?
<http://lawtonfortsillchamber.com/thechamber/about-the-lawton-fort-sill-chamber-of-commerce/>
3. Please tell how your background meets our competencies
4. What makes you a good fit for this position?

SCHEDULE FT, 8:30-5:00pm, Monday – Friday, though flexibility is a must; early mornings, nights and weekends are often required

Send resume and cover letter to: syarbrough@lawtonfortsillchamber.com