



JOB SUMMARY/POSITION SUMMARY

Under the general direction of the Board of Directors (hereafter referenced as "Board"), the President & CEO (hereafter referenced as "President") is responsible for the management of the Ada Area Chamber of Commerce (hereafter referenced as "Chamber"). The President creates and implements work plans to achieve the Chamber goals and objectives as set forth by the Board and manages the day-to-day operations of the Chamber office. The President provides leadership in the development of the Chamber, acquisition of resources, management of staff and evaluation of organizational efficiency. The President is responsible for upholding the Chamber bylaws, government regulations and policies established by the Board. Effective communication is essential in promoting and maintaining a positive relationship with everyone. As an ambassador of the Chamber, the President will conduct oneself in a responsible manner and professional demeanor that positively reflects upon the Chamber.

ESSENTIAL FUNCTIONS

- Promote and maintain a positive business environment for both new and existing business
- Develop and implement the Program of Work as adopted by the Chamber Board of Directors
- Promote and champion the cause of education; this function involves education at all levels
- Coordinate and initiate activities to improve community development and quality of life
- Maintain an aggressive legislative program that improves the business climate
- Deliver programs and activities that increase Chamber membership and add measurable value to membership investment

- Effectively utilize the resources, both financial and personnel to advance the interest of the organization, including oversight of staff and budget

- Act as a liaison for the Chamber with professional organizations, such as the State Chamber and economic development groups
- Provide operational support for contracted economic development activities
- Provide leadership as contracted for tourism activities
- Manage the internal and external Chamber office operations, website services and technology needs of the Chamber to maintain efficient and effective business practices for supporting quality member services
- Responsible for hiring and direction of staff as it relates to preparing board meeting agenda, minutes, records, financials, necessary communications and more
- Issue press releases, letters to business clients and public officials, and publicity to all media outlets
- Prepare, or direct preparation of, official publications of the Chamber including publications, promotional literature, newsletters, website updates, social media updates, and newspaper articles

EVENTS AND PROGRAM RESPONSIBILITIES

- Helps prepare, plan, attend and participate in Chamber sponsored events and functions
- Works with the Board in identifying non-dues revenue sources for the Chamber
- Work with committee chairs to ensure all events/projects produce maximum results, including the maintenance of written records, timelines, budgets and evaluations

FINANCIAL RESPONSIBILITIES

- Oversee the Chamber finances and fiscal reporting (coordinating with the accountant or the CPA) to consistently keep the board and committee chairs informed with the accurate and timely information per approved policy
- Oversee preparation of checks with proper documentation (invoices) and authorization
- Maintain balanced accounts with monthly reconciliation required
- Prepare and oversee an annual budget
- Prepare and send membership dues statements and oversee collection of dues
- Oversee collection of other payments due to the Chamber in conjunction with its activities

QUALIFICATIONS

- Executive and management experience with demonstrated leadership skills
- Experience working with Boards
- Experience in trade association/non-profit organizations
- Skilled and self-confident with excellent verbal and written communication skills
- Marketing skills with the ability to sell; comfortable with public speaking

- Ability to prioritize for maximum productivity while managing multiple tasks
- Proficient in Microsoft Office Products

PHYSICAL REQUIREMENTS

- Rarely – Climbing, push/pull up to 50 lbs. of exertion, crouching, reach further than arm's length, and grasping/holding
- Occasional – Stooping/kneeling and push/pull up to 25 lbs. of exertion
- Frequent – Standing and walking
- Regular – Sitting, lift/carry up to 30 lbs., fine dexterity, talking, hearing, visual acuity (1), and operate tools/machinery, including office equipment

EDUCATIONAL REQUIREMENTS

- Minimum educational requirement of a bachelor's in business or related degree
- Certification through the US Chamber of Commerce Institution of Organizational Management, the American Chamber of Commerce Executives, the Oklahoma Chamber of Commerce Executives, or other non-profit management certifications preferred.

Send resume and cover letter to jmankin@adachamber.com for review and consideration by the Executive Recruitment Committee.