

**Newcastle Chamber of Commerce
820 N. Main St.
Newcastle, OK 73065
(405) 387-3232**

POSITION: President/CEO

BEGINNING SALARY: Commensurate with experience and work history.

WORKING CONDITIONS: Salaried – Full-Time. Schedule will vary based on Chamber/Community demands. Must be available to work a flexible schedule which will include evenings and weekends as needed.

APPLICATIONS ACCEPTED: Beginning June 26, 2018 and will continue until position is filled.

Position Summary:

The Newcastle Chamber of Commerce is looking for a dynamic and self-motivated leader to become our next President/CEO. The successful candidate will have a proven record of managing the operations of an organization and collaborating with others to maximize success. The President/CEO is a high profile position in the community that is a strong advocate for local business. We are searching for someone that will promote and maintain a positive business environment in Newcastle and deliver programs and activities that increase Chamber participation and add measurable value to the investment made by our members.

Job Duties/Responsibilities:

- Serves as President/CEO of the Newcastle Chamber of Commerce and performs duties as required of that position.
- Serves as a liaison to the Chamber Board of Directors, Chamber Members and the Newcastle Community.
- Coordinates large Chamber fundraisers and community events scheduled annually.
- Coordinates and attends ribbon cuttings, monthly Chamber luncheons and breakfasts.
- Ability to manage the physical activities related to planning and coordinating Chamber events.
- Represents the Chamber at community meetings and events.
- Works with the Chamber Board of Directors to prepare the annual budget.
- Has a working knowledge of computers and accounting software including Excel and QuickBooks.
- Oversees the Chamber's social media presence and any web related publicity.
- Maintains member relationships.
- Promotes and advocates for local business and the Newcastle community with local, county, state and national government entities and elected officials.

Please submit Résumés and any other inquires to chamber@newcastleok.org

The Newcastle Chamber of Commerce is an Equal Opportunity Employer.

All qualified applicants will receive consideration for employment without regard to race, color, religious belief, sex, age, national origin, disability, sexual orientation, veteran status, genetic information or any other category protected by the law.