



5540 SE 15th Street, Del City, OK 73115

Executive Director Opening

Salary Range: \$40,000 - \$44,000 plus incentives

Job Description:

The Del City Chamber of Commerce is searching for an Executive Director. The Executive Director is hired by and is responsible to the Chamber's Board of Directors, the day-to-day management of all Chamber functions, and for carrying out policies and duties established by the Board. Provides support and leadership to the board by coordinating monthly meetings, preparing monthly financial reports, and monitoring and assisting board committees. Keeps the board current regarding activities and issues, community connecting/liaison activities and issues, and political/legislative activities and issues. Formulates strategic direction and policy recommendations for Board review and action.

Represents the Chamber and members during all events, ribbon cuttings, openings, and maintains regular meetings with chamber members. Responsible to oversee finances, budgets, monthly business programs, advertising, staffing/volunteers and communications. Provides supervision and leadership for Chamber of Commerce Staff. Presents fundraising recommendations to the Board and, upon approval, is responsible for ensuring the success of those fundraising efforts. Ensures the organization remains cost effective in providing services to its members and in its overall operations.

Promotes the Chamber by growing new members, engaging current members, and responding to the needs of the membership. Advancement of the business community is first and foremost by providing education, development, advocacy, and other services as needed for members. Will help connect chamber businesses with each other and their community (their prospective clients, customers, etc.). Remain current in best practices with regards to Chamber membership services. Regularly arranges training and networking opportunities for member businesses, as appropriate. Places a strong emphasis to retain current members and grow membership base annually. Will generate leads and recruit new members for the Chamber and sponsors for various events, as well as maintaining existing memberships.

Promotes awareness and appreciation of the community and local businesses through educational and social events sponsored by the Chamber. Acts as the key spokesperson for the organization. Is the key liaison between the organization and its members; other community entities, such as government, service, business and civic organizations, and other relevant stakeholders. Produces media releases and acts as a liaison between the Chamber and the news media. Serves as a liaison to the state Chamber of Commerce. Oversees the production and distribution of the newsletter, advertising, Chamber website, and social media accounts.

Works collaboratively and positively with city, county, and state officials for the betterment of the Chamber membership, and to ensure the continued growth and development of the Chamber and the community.

Qualifications/Skills:

- Minimum of 4-5 years of experience in a business related field or other leadership position, including experience in maintaining financial records/reports.
- A professional and positive image through appropriate appearance and grooming, demeanor, and comments.
- Excellent professional, written, and oral communication skills, strong listening skills, and the ability to make presentations to groups.
- Proven strong organizational skills, including the ability to plan events, organize, and set long-term strategies and follow-thru. Must work under pressure and meet deadlines.
- Excellent ability to independently identify and resolve problems or make recommendations to the Board of Directors about resolution options. Able to apply sound problem solving skills and make decisions that reflect the best interest of the organization. Must be willing to accept responsibility for his/her decisions and the resulting consequences.
- Above average computer skills including Microsoft Office, Quickbooks, and all social media including, but not limited to Twitter, Facebook, LinkedIn, Instagram, Constant Contact.

Physical Requirements:

- Must be able to spend the majority of his/her day walking, sitting, standing and/or driving.
- Regularly stoop, bend and lift more than 30 pounds.
- Regular work hours are M-F from 8:00 a.m. – 5:00 p.m. Time commitments for meetings, events, trainings, and other activities beyond regularly scheduled hours shall be understood to be a necessary requirement of this position.

Application Deadline: Until Filled.

Please submit your resume with cover letter via e-mail to: **delcityresumes@gmail.com**

Candidate selected will serve a probationary period. All finalists may be subject to a background check and/or drug test.