

We are looking for an experienced Executive Director to oversee all operations, functions, and activities of the Chamber. A general knowledge of Coweta, Oklahoma and our area attractions are expected. The Executive Director position requires strong organization skills, and self-driven day to day accountability. You will be the face of the organization, responsible for giving the proper strategic direction and implementing a high-quality vision. An excellent executive director is an influential manager with ability to serve the community, lead and motivate. They have great communication skills and take a holistic approach in managing the organization's operations. Our objective at the Coweta Chamber is to represent, promote, and help grow our businesses in the community.

The Coweta Chamber is a not for profit organization of businesses and individual members who pool their time, talent, and financial resources to build a better Coweta through progress and projects that increase employment, profit, and opportunities. We strive to maintain and enhance the quality of life for all who call Coweta home. The Mission of the Coweta Chamber of Commerce is to promote and enhance business opportunities to our members while helping to sustain growth and prosperity within the community.

Position Summary: Under the general direction of the Board of Directors, the Executive Director will manage the operations of the Coweta Chamber of Commerce. This will include, but not be limited to: effectively communicating with current and potential Chamber members, maintaining positive relationships with business owners, area residents, city personnel, civic and church organizations, and volunteers, as well as upholding the Chamber by-laws as established by the Board of Directors. Additionally, the Executive Director is responsible for maintaining and increasing membership, coordinating all Chamber events such as the Annual Awards Banquet, Annual Golf Tournament, Fall Festival, Wagoner County Emergency Expo, Leadership Coweta, and Shop Coweta. The Director will also be responsible for ribbon cuttings, member networking, public relations, promotional and member materials, as well as website maintenance.

Essential Functions:

1. Director must qualify for a \$50,000 fidelity bond.
2. Maintain the office of the Coweta Chamber of Commerce, supervise Chamber employees and volunteers.
3. Receive and answer all mail and correspondence.
4. Maintain the business records for the Coweta Chamber of Commerce.
5. Serve as administrative support for the Board of Directors and membership of the Chamber of Commerce
6. Prepare documents before monthly board meetings and email to all board members to be received on or before the Friday before the following Wednesday meeting.
7. Prepare and administer financial information pertaining to chamber budget.
8. Correspondence and publicity for all Chamber Functions.
9. Monthly Newsletter-via email.
10. Manage the Chamber's Social Media Pages.
11. Advertise and publicize special events/sales for Chamber Members.
12. Maintain the membership records of Chamber dues, billings, and collections.
13. Membership Recruitment and Retention
 - a. Meet regularly with potential and existing members.

- b. Create & follow a retention plan designed to maintain existing membership through building meaningful relationships with members and by assessing and addressing the concerns of membership.
14. Coordinate, contact, promote and gain sponsorships for all Chamber Events
 - a. Act as Public Relations Director on such events. Develop Committees with Chairpersons to help with volunteer and work schedules for events
 - i. Annual Awards Banquet
 - ii. Annual Golf Tournament
 - iii. Fall Festival/Fall Festival Parade/Miss and Little Miss Fall Festival
 - iv. Shop Coweta Promotion
 - v. Wagoner County Emergency Expo
 - vi. Coweta Leadership Program
 15. Coordinate all Chamber Activities and Services
 - a. Ribbon Cuttings to welcome new chamber members
 - b. Newcomer Packets include a membership form for new members.
 16. Coordinate monthly General Chamber Meetings with business appropriate speakers to benefit members.
 - a. Coordinate and implement Network luncheons/breakfasts/meetings for Chamber Members for the sole purpose of networking outside the regular Chamber meetings
 17. Work to promote Chamber/Community publicity, advertising, and press releases to the media.
 18. Serve on boards or assist with various community projects that benefit the community and Chamber, including attending occasional County/City/School Board meetings when invited.
 19. Provide hospitality for visiting business reps, elected officials, tour groups, media, etc.
 20. Other duties as assigned by Board of Directors

Experience Required: Community volunteer experience. Administrative experience. Leadership experience. High School Diploma or GED. Chamber of Commerce or other not for profit management experience is preferred.

Job-Specific Skills & Knowledge: Excellent time management. Ability to maintain confidentiality. Strong verbal and written communication skills. Ability to work with the public and greet visitors in a friendly and courteous manner. Ability to manage detailed tasks/projects with accuracy while meeting stringent deadlines. Self-motivated; organized; and able to prioritize tasks. Must possess strong knowledge of business productivity software: MS Windows, Excel, PowerPoint, and Word.

Pay: \$32,000-\$35000 annually

Benefits: Paid time off, annual bonus, professional development assistance, cell phone allowance, work related travel reimbursement

Schedule: Monday-Friday 9-5 (schedule may differ on event days)

Job Type: Full-Time Salary

Deadline: December 13th, 2020

Interested candidates should send their resumes to:

Jake R. Dwyer
President, Coweta Chamber of Commerce
cowetachamberhire@gmail.com
(918)616-3539
27010 E. 116th St South
Coweta, Ok 74429