



JOB OPENING

Title: Chief Operating Officer/Executive Director
Organization: Midwest City Chamber of Commerce
Location: 5905 Prosper Blvd, Midwest City, OK 73110
Apply before: March 26, 2021

JOB OVERVIEW

The Executive Director provides strategic direction, visionary leadership and has responsibility for the administration and operation of all aspects of the Chamber. In addition, the Executive Director oversees a staff of four who work closely with stakeholders to develop new initiatives and partnerships to achieve goals and objectives.

The Executive Director is responsible for the following essential functions: business retention and expansion activities (and recruitment when applicable); management of the Chamber’s assets; liaison to Tinker Air Force Base and other aerospace organizations; community development projects and support; governmental relations; public relations; membership development; leadership programs; services and special events/event planning. The Executive Director performs these functions while working closely with local, state, and national government officials and agencies, military stakeholders, local business and educational leaders.

QUALIFICATIONS AND KEY ATTRIBUTES

Professional education, demonstrated leadership experience, organizational management, strategic and operational planning, board relations, military relations, member relations, highly developed interpersonal skills and emotional intelligence, excellent communication skills and presentation ability, budgetary and software knowledge and skills, professional demeanor and highly motivated, visionary, executive-style approach generating respect from a wide-range of constituencies, including businesses, non-profits, elected leaders and senior staff at the local and state level, high standards of integrity, work ethic, trustworthiness and personal responsibility. Must be collaborative and cooperative and willing to take on a wide range of duties from small, everyday office management to high level, strategic operations. Event planning experience is critically important with events ranging from casual, family-friendly events to major events drawing global participants and military partners from across the country.

COMPENSATION

Salary: commensurate with education and experience
Benefits: exceptional package; personalized and negotiable based on candidate to potentially include health insurance stipend, auto allowance, retirement stipend

ADDITIONAL JOB RESPONSIBILITIES

Chamber Business

- Coordinate and implement annual program of work with direction from the executive committee and the board of directors
- Prepare annual operating budget with chamber treasurer and president; maintain expenditures within budgetary guidelines
- Prepare bi-monthly payroll, including mileage and commission reimbursements, for chamber staff
- Maintain chamber staff personnel and benefit files
- Conduct weekly or semi-monthly staff meeting
- Update employee handbook as needed with board approval
- Work with chamber's CPA to review accounts payable and receivables; review all invoices and initial for payment
- Coordinate and work with auditor to prepare chamber's annual audit
- Work with chamber president to plan and prepare monthly board and executive board meeting agendas
- Assist chamber president in representing the chamber before civic and political engagements; provide background information, talking points, etc.
- Update bylaws, policies and procedures as needed with board approval
- Provide appropriate, clear and concise communication of chamber policies as approved by the chamber board of directors
- Coordinate, plan and promote bi-annual Washington DC fly-in trip to meet with Midwest City's congressional delegation and Pentagon officials as a goodwill visit and/or discuss any issues needing addressed
- Schedule forums with chamber membership hosting Tinker officials, Governor and Lt. Governor, congressional delegation, etc.
- Write and submit grants with the assistance of chamber treasurer
- Plan agenda and facilitate the chamber's Leadership Midwest City and Youth Excel programs annually
- Plan, schedule and implement the annual chamber banquet

Tinker Air Force Base

- Plan, promote, secure exhibitors and sponsors, and implement the annual Tinker and The Primes Aerospace Conference with assistance from Rose State College and Tinker Air Force Base
- Attend TAFB events such as change of commands, socials, awards ceremonies and banquets
- Serve as chamber liaison to TAFB Public Affairs, Protocol and leadership.
- Submit nominations to TAFB Public Affairs for their Honorary Commanders and Community Leaders programs
- Support Navy Wing TACMO (Take Charge and Move Out)

City of Midwest City and Chamber Partnership

- Ensure the responsibilities outlined in the City's annual contract with the chamber for economic development are implemented
- Prepare and submit a quarterly report on economic development efforts for the City Council
- Fulfill the responsibility as Trustor of the Midwest City Hospital Authority Trust, including communication, discussion and acceptance/rejection of any amendments or adjustments to the Trust in order to maintain the identified purpose and intent of the entity

Relationships and Organizations

- Meet monthly with city officials, Rose State College president, Mid-Del Schools superintendent and chamber leadership to enhance communication
- Host quarterly community marketing group meetings involving the chamber, Rose State College, Mid-Del Schools, City of Midwest City, TAFB Public Affairs, St. Anthony Health, Midwest City Beacon and Mid-Del Public School Foundation
- Provide motivation and support for volunteers, chamber leaders and staff
- Maintain membership in the Oklahoma Chamber of Commerce Executives organization through the Oklahoma State Chamber and attend quarterly meetings
- Maintain relationships with the Oklahoma Department of Commerce, the Aeronautics Commission, Aerospace Commerce and Economic Services (ACES) program
- Write personal thank you notes for all new members and renewals

Event planning and hosting

- Ribbon cuttings, grand openings and groundbreaking ceremonies
- Sunrise socials, speed networking, business after hours events
- Receptions for newly appointed city officials
- Picnic with Protectors and Public Works Personnel
- Annual chamber banquet
- Tinker and the Primes Annual Conference
- Annual State of the City (Mayor's Address)
- Golf tournament
- Leadership Midwest City
- Youth Excel (youth leadership program)
- Get acquainted luncheon with Governor, Lt. Governor, state legislators and executive board
- Get acquainted meeting with congressional delegation and executive board
- Taste of Midwest City, hosted by Leadership Midwest City
- Veterans Day Parade
- S.A.S.S.E.E. Women's Luncheon
- Numerous additional luncheons (public works personnel, board meetings, etc.)

TO APPLY

Interested candidates should electronically submit a letter of interest including qualifications, references and resume by March 26, 2021 to mwcchamberapp@gmail.com . Letter should be directed to the attention of **Members of the Search Committee**.

ABOUT THE MIDWEST CITY CHAMBER OF COMMERCE

The Midwest City Chamber of Commerce has a long-standing reputation as a strong community and military partner and influential organization within the region. It has nearly 400 members and over 1,100 representatives. The annual revenue is approximately \$700,000 in a normalized year (non-COVID). Its mission is to create and maintain a favorable business climate and advance quality of life programs.

ABOUT MIDWEST CITY

With a population of nearly 60,000 and located just minutes east of downtown Oklahoma City, Midwest City has evolved into a well-planned municipality with major retail developments, prime residential areas, excellent educational opportunities, cultural attractions, and more. Midwest City is also home to Tinker Air Force Base, Oklahoma's largest single-site employer with more than 26,000 military and civilian employees. Tinker is also one of the largest military depot installations in the world, and because Tinker's hometown is Midwest City, the city of Midwest City is perfectly positioned and primed to continue its growth as an aerospace development hub in the Midwest corridor.

Founded in 1942, Midwest City has grown to become Oklahoma's 8th largest city. It is just minutes from "America's Crossroads" where Interstate 35 and Interstate 40 intersect, and it is located directly across from Tinker Air Force Base. What was once deemed "America's Model City" has continued to evolve and become a hub of commercial and residential development and growth.

Midwest City citizens don't have to look far to find exactly what they're looking for. The Sooner Rose Shopping & Entertainment Center and Town Center Plaza are the two most popular shopping centers in the entire East Metro. Here you will find fashionable apparel stores, a large selection of sporting goods, a bevy of great restaurants, quality entertainment, and many other supplies and services.

Midwest City features an Oklahoma Welcome Center, Senior Center, championship golf course, both primitive and paved recreational trails, a performance arts center and the best selection of dining and entertainment east of I-35. Throughout the year, Midwest City hosts many unique, family-friendly special events including Star Spangle Salute and Holiday Lights Spectacular. In 2018, voters approved a \$50 million bond issue to finance new athletic facilities and a new public park that features an amphitheater.

Education is paramount to the residents of Midwest City, where the Mid-Del Public Schools focus on academic excellence and provide comprehensive educational programs for nearly 14,000 students. Nearby Rose State College is one of the nation's premier two-year universities and boasts an enrollment of more than 8,000 students and a 116-acre campus. RSC has one of the state's premier cybersecurity schools in addition to a wide variety of other degree and certification programs.

Midwest City serves as the economic trade center for eastern Oklahoma County and is conveniently close to metropolitan area amenities. The city is alive with tourism, special events and substantial economic growth. It is a thriving community with a warm and friendly atmosphere and a 'family first' quality of life and more than 75 years of riveting history.