



The President manages the chamber staff and serves as the "face of the Chamber". Acting as a community leader and ambassador, the President provides leadership, vision, strategic thinking and implementation for the Sand Springs Area Chamber of Commerce. The President also collaborates closely with other business organizations and government entities with the goal of helping businesses grow throughout the community. The President will report to an Executive Committee and Board of Directors.

**Responsibilities** of the President include, but are not limited to, membership recruitment and retention, issues advocacy, fundraising, strategic business planning, budget oversight and management of Chamber staff. The position requires total dedication, a hands-on approach to daily operations management and the ability to act as the primary spokesperson for the Chamber and its membership.

**QUALIFICATIONS:** • Educational requirement of a bachelor's in business or a related degree preferred. • 5+ years' experience in executive level management, business development/sales, and/or marketing; nonprofit experience preferred • Chamber of Commerce or trade association experience preferred • Successful committee organization and oversight • Demonstrated ability to deal effectively with economic development partners in City, County and State highly desired

**SKILLS** • High level of professional and personal integrity • Ability to create and effectively communicate vision • High quality standards, sound judgment and good problem-solving skills • Strong leadership skills to motivate and inspire others to reach a higher goal • Demonstrated ability to build consensus among a diverse group of stakeholders • Ability to build strong relationships with City, State, education, industry and business leaders • Strong financial acumen (strategic view/funding needs). • Manage multiple tasks and prioritize organizational needs • Strong administrative and financial management skills • Proven experience with decision making in a highly collaborative environment • Strong organizational, communication, and interpersonal skills • This position requires effective communication to the membership and board on a continual basis

**SCHEDULE** FT, 8:00-5:00pm, Monday – Friday, though flexibility is a must; early mornings, nights and weekends are often required

**To be considered** for this position, please forward a resume & cover letter to [resume@sandspringschamber.org](mailto:resume@sandspringschamber.org).