



Executive Director, Weatherford Chamber of Commerce

Reports to: Weatherford Chamber of Commerce Board of Directors (whom will provide an annual review), with the Board President acting in a primary supervisory capacity.

Job Description

The Executive Director is the chief executive and operating officer of the Weatherford Chamber of Commerce. The principal role is to ensure the effective operation of the Chamber while coordinating all organizational activities including: programs, membership, employment, training, supervision of staff and fiscal responsibilities. The Executive Director shall provide the leadership and management to fulfill the vision, mission, and strategic plan of the Weatherford Chamber of Commerce.

Essential Duties

- Recruitment of new members to the Chamber and retention of existing members through relationship building and return on investment concept. Involve Board members, staff, and volunteers in achieving member growth, striving to meet budget goals.
- Analyze and interpret the needs of members and recommends revisions in programs to improve services and assist with adding value to Chamber membership. Utilize continuous improvement processes focusing on the attainment of program goals.
- Provide oversight of organizational structure and internal operating procedures. Ensure that Chamber policy, as established by the Board, is properly recorded and documented in a policy manual, and followed on a day-to-day basis. Maintain balanced accounts with monthly reconciliation required.
- Provide proactive leadership so that the Chamber functions with maximum efficiency. Identify and implement solutions to challenges that face the Chamber and community. Attend trainings at the state and regional level to maximize effectiveness as an administrator.
- Update board members on Chamber business. Develop meeting agendas, board minutes and maintain organization records. Assist the Board in preparation of statements of Chamber position on public issues.
- Responsible for the future hiring and supervision of office personnel, assigning their duties, overseeing completed work, and establishing terms of employment within the framework of the approved budget. Implement personnel policies, conduct performance evaluations and plan for staff participation in service training to further develop work skills.
- Develop an annual budget that relates to program goals and objectives for Board approval. Oversee all expenditures within the framework of the budget. Monitor the preparation and

accuracy of the financial report statements presented to the Board. Ensure financial records are audited and presented annually to the Board.

- Act as the key spokesperson for the Chamber. Serve as the key liaison between the organization and its members, other community entities, such as government, service, business and civic organizations, and other relevant stakeholders. Produce media releases. Serve as a liaison to the state Chamber of Commerce. Oversee the production and distribution of the newsletter, advertising, Chamber website, and social media accounts.
- Coordinate all Chamber activities and services Coordinate, contact, promote and gain sponsorships for all Chamber events

Qualifications

- Enthusiasm and a desire to reach organization goals are required.
- Ability to work with the public and greet visitors in a friendly and courteous manner.
- Excellent verbal and written communication skills, with strong listening skills.
- Demonstrated experience in MS Office (Word, Excel, PowerPoint).
- Financial background with experience in budgeting software (Quickbooks preferred).
- Willingness and ability to work collaboratively to achieve organizational goals.
- Strong organizational skills.
- Demonstrated promotional skills.
- Knowledge of management techniques and procedures necessary for problem solving, conflict resolution, and program development.
- Bachelor's degree preferred.
- Previous Chamber of Commerce/Non-Profit training preferred.
- Current Oklahoma Driver's License required.

Salary: \$40,000-\$45,000/Year

Benefits: Health, Dental, and Vision Insurance

Work Hours: Standard 40 hour work week + any additional time required to plan and attend any and all Chamber sponsored Events which can include evenings/weekends.

To Apply: Email cover letter and professional resume to Justin O'Connor, Weatherford Chamber Board President, at justin@asapenergyinc.com. Priority deadline for full consideration is July 14, 2021.