

President/CEO Job Description  
Choctaw, Oklahoma

The Opportunity:

The Choctaw Area Chamber of Commerce in Choctaw, Oklahoma is seeking a dynamic leader to become its next President & Chief Executive Officer. The new CEO will work with an engaged Board and volunteers to drive it's mission to improve the economic prosperity and quality of life in the Chamber's geographical area (Choctaw, Jones, Nicoma Park, and surrounding areas), to be the principal advocate for, and provider of services to, its business community.

The CEO will oversee and operate all aspects of the organization, with a focus on:

- Acting facilitator for the Chamber Board of Directors; to include planning of the annual strategic planning session, procuring all documents and items necessary for Board of Director meetings, Executive Board Meetings, and any communication necessary to plan for those or other committee meetings.
- Maintaining the Chamber's engagement with the organization's membership, and ensuring membership be more valuable and relevant.
- Overseeing all membership recruitment and retention activities, annual bundled sponsorship efforts, as well as volunteer and leadership recruitment throughout the organization.
- Developing and maintaining relationships and communications with a broad public and private constituency.
- Developing programs that will enhance the environment for member organizations to flourish; and increasing awareness of Choctaw area's vibrancy and vitality.
- Planning and executing preparation for all Chamber programs and events.
- Sustaining the financial solvency of the organization by helping the Board of Directors craft the annual budget and maintaining proper accounting to hit budget targets and ensuring reconciled accounts.
- Overseeing compliance of the organization on legal, insurance, and other related matters.
- Functioning as the chief strategist, public information officer, innovative thinker, and collaborative team leader – especially regarding both verbal and written communication, fund raising, advocacy, messaging, and overall program development.
- Managing all daily administrative operation of the office, including maintenance of the Chamber building.
- Managing membership databases, social media, member communication, website and other informational sources for the organization.

Salary: Commensurate with experience and qualifications



President/CEO Duties as Expressed in Chamber Bylaws:

The duties of the President/CEO shall be the chief executive officer and may serve as secretary to the Board of Directors and cause to be prepared notices, agenda and minutes of meetings of the Board.

The President/CEO shall serve as advisor to the Chairman and the Chair of the Program of Work committee, on program planning, and shall assemble information and data and cause to be prepared special reports as directed by the program of the Chamber.

The President/CEO shall be an ex-officio member, without vote, of the Board of Directors, Executive Committee, Budget and Finance Committee and all other committees and task forces.

The President/CEO shall be responsible for employing, with the consent of the Executive Committee, and supervising the administrative staff of the Chamber, shall be the official administrative representative a spokesman of the Chamber in all instances and situations when staff representation is appropriate, shall maintain personal liaison with the business community and civic leaders outside the Chamber offices.

Resumes may be sent to [office@choctawchamber.com](mailto:office@choctawchamber.com).