



JENKS | CHAMBER OF
COMMERCE

President/CEO

Job Description

General Summary:

The President/CEO shall serve as the Jenks Chamber of Commerce chief staff executive and shall manage, supervise and direct the operations of the Chamber and any other related entities that the Chamber may establish in the future. The President shall at all times function within the authority delegated by Chamber's Board of Directors, and in accordance with the lawful policies and directives issued by the Chamber's Board of Directors. The successful candidate will be able to continue the growth and success of the organization in a growing and desirable community.

Essential Duties:

- Responsible for the management of the Chamber of Commerce initiatives
- Establish the organizational structure for the office and the related staffing structure
- Establish administrative policies and procedures for office functions
- Recruit, hire, and train staff, and administer an effective personnel program, which includes job descriptions, performance standards, performance appraisals, and salary administration
- Develop and supervise an effective program of work
- Develop and maintain an effective communications program
- Maintains effective internal and external public relations
- Serves as spokesperson for the Chamber in conjunction with the Board Chair
- Maintain an effective governmental affairs program to represent the interests of the Chamber membership to government agencies as appropriate
- Manage the finances of the Chamber, including the preparation of an annual budget and long-range forecasts of needs
- Provide reports and updates to the Board of Directors
- Maintain an effective Economic Development Program
- Fulfill requirements of annually approved economic development contract with City of Jenks (approved June 2022)

Required knowledge, skills, education:

- Ability to communicate clearly and concisely, both orally and in writing
- Ability to direct, supervise, and delegate work activity
- Possess general knowledge of business practices, operations and needs.
- Ability to establish and maintain effective working relationships with the Board of Directors, employees, committees, governmental units, civic groups, and the general public

- Extensive knowledge of state and local government operations, including the various legislative processes
- Ability to review and critically appraise program proposals and other complex issues
- Bachelor's degree is required
- Possesses or can possess Institute for Organization Management (IOM) designation within five years.

Relationships:

- Has regular contact with elected officials, the Board of Directors and its committees on policy matters and other issues as appropriate.
- Maintains personal contact with regional, state, and national organizations and the general membership to the greatest degree possible.
- Maintains appropriate relationships with other associations and vendors to enhance the image of the Jenks Chamber and the attainment of its objectives.

To apply:

Email resume', cover letter and salary requirements to ceosearch@jenkschamber.com. Applications will be accepted until Monday, Oct. 10 at noon.