

Durant Area Chamber of Commerce (OK) – President and CEO

The Chief Executive Officer is responsible for, and accountable to, the Durant Area Chamber of Commerce Board of Directors to provide executive leadership for the organization. The Chief Executive Officer is responsible for advancing the Chamber's purpose of mobilizing citizens and businesses of Bryan County through a unified and democratic Chamber of Commerce.

Responsibilities include:

Financial Management

- Shall be responsible for the finances of the organization.
- With the assistance and approval of the Treasurer, Executive Committee, and Board, develop an annual budget projecting revenues and expenses.
- Provide monthly financial reports illustrating the organization's statement of financial position (balance sheet), statement of activities, statement of cash flows, statement of functional expenses and any other financial reports requested by the Executive Committee or Board.
- Lead, direct and develop all fundraising strategies and capital campaigns.
- Ensure timely filing of all state and federal tax reports and payments.

Personnel Management

- Manage Chamber staff, including recruiting, vetting, hiring, disciplining and terminating.
- Conduct performance reviews, salary and benefit administration, policy enforcement and general supervision.
- Coach and develop Chamber team members to attain consistent, highly effective performance.
- Develop and implement continuous professional improvement initiatives, create best business practices and an organizational structure optimizing performance.

- Create internal managements systems with key performance indicators (KPI's) to monitor staff activity and performance.
- Promote a working environment of excellence, external and internal collaborations and professional standards. Build accountability into the culture.
- Ensure the Chamber is compliant with all state and federal requirements, and has documented policies addressing legal requirement.

Other Duties and Responsibilities

- Must be competent in Microsoft programs such as Word and Excel, QuickBooks, and other standard business office software.
- Ensure compliance with the governing documents (constitution and bylaws, etc.) of the organization.
- Oversee operations of the Chamber, including management of programs, board and committees, staffing, membership, and marketing.
- Represent the Chamber, as a member of relevant civic organizations, committees and boards.
- Represent the Chamber at Chamber, business and community events, meetings and activities.
- Encourage business expansion, development, retention, and recruitment throughout Bryan County.
- Work in a collaborative effort with local, state, and federal governments, as well as elected and appointed officials within institutions and agencies of all levels of government.
- Serve as the principal spokesperson for the Chamber and disseminate appropriate information and press releases to regional, statewide, and national news outlets, as well as make presentations to organizations and statements to broadcast and print media as necessary to meet the Chamber's objectives.
- Work with the President and Executive Committee to prepare agendas and materials for Executive Committee meetings.

- Support the work of the Board, Executive Committee and other committees of the Chamber.
- Other duties as directed by the Board of Directors and/or the Executive Committee.

Cover letter, resume, and references must be e-mailed by October 15, to:

Mr. Rob Piarcy, rob@arnettinsurance.com

Durant Area Chamber of Commerce President/Search Committee Chair

Salary commensurate with experience