



President and Chief Executive Officer Glenpool Chamber of Commerce Glenpool, Oklahoma

JOB PURPOSE

The President & Chief Executive Officer (President/CEO) is the chief executive and administrative officer of the Glenpool Chamber of Commerce and is responsible for the overall leadership, strategic direction, and daily operations of the organization. Working in partnership with the Board of Directors, elected officials, community partners, and the City of Glenpool, the President/CEO advances the Chamber's mission through effective member services, financial stewardship, program development, advocacy, and community engagement. The President/CEO serves as the primary representative and spokesperson for the Chamber and plays a key role in supporting and collaborating with local economic development efforts that promote business retention, expansion, and economic vitality within the Glenpool community.

ESSENTIAL DUTIES

- Provides day-to-day leadership that correlates with the Chamber's mission.
- Serves as primary media spokesman for the Chamber. Coordinates the Chamber's online and social media presence/content. Oversee email communication for the Chamber.
- Manages Chamber employees and conducts annual employee evaluations.
- Maintains all federally mandated 990 IRS governance and policies, i.e., Audit and Audit Committee, Whistleblower Policy, Document Destruction Policy, Conflict of Interest Statements for all employees and board members, meeting minutes for Executive Board and Full Board of Directors.
- Promotes membership through recruitment and retention efforts. Prepares reports on membership trends.
- Recruits and motivates volunteers.

- Acts as editor in chief for all publications including the monthly newsletter.
- Markets and coordinates all Chamber events and activities.
- Schedules and attends monthly meetings of the Board of Directors.
- Maintains various Chamber documents including the Mission Statement, Articles of Incorporation, Bylaws, Policy Manual, Budget, Meeting Minutes, and IRS Form 990.
- Maintains current knowledge regarding regulatory threats, economic & employment trends, technological advancements, generational diversity, governance adaptability, and active assailant response program.
- Manages the finances of the Chamber, including but not limited to:
 - Monitors transactions and financial status of all members.
 - Develops sources of non-dues revenues.
 - Collects, accounts for and prepares financial reports of all monies received and spent in a transparent manner monthly.
 - Recommends annual budget and constantly monitors financial position.
 - Conducts monthly reconciliations of all Chamber accounts.
 - Runs timely aging, comparison, budget percentage, and event financials.
 - Provides monthly accounting of the chamber's high school scholarship fund.
 - Provides quarterly and EOY management reports and comparisons.
 - Informs board of yearly payments of Workman's Comp, liability, and D&O insurances.

REQUIRED QUALIFICATIONS, KNOWLEDGE, SKILLS, AND ABILITIES

1. Must have public speaking/presentation abilities.
2. Professional appearance.
3. Excellent written and verbal communication skills.
4. Computer proficiency including word processing, database, and online research/communication.
5. Must be self-motivated with the ability to work with minimum supervision and across numerous departments and entities regularly.
6. Proven ability to work within a team structure and manage/implement multitude of projects simultaneously.
7. Gain access to and engage with senior executives in large and small companies/organizations.

PREFERRED REQUIREMENTS

1. Preferred college degree in Marketing, Public Administration, Journalism, Business Administration, or related degree.
2. Preferred Chamber of Commerce experience/knowledge of operations.
3. Working knowledge of QuickBooks, Constant Contact, Chamber Master.

POSITION TYPE / EXPECTED HOURS OF WORK

This is a full-time position. Usual days and hours of work are Monday through Friday, 40 hours per week. Special events occasionally require flexible hours and weekend work.

TRAVEL

Travel is primarily local during the business day. Occasionally, some out-of-area and overnight travel may be expected. Must be willing and able to travel independently.

COMPENSATION

Salary based on experience with insurance and benefits.