



Helping your business... *that's what we do.*

Coppell Chamber of Commerce Open Position: President/CEO

The Coppell Chamber of Commerce is looking for its next President/CEO. The mission of the Chamber is to connect, support area businesses, and build relationships in the community.

The Chamber's Board of Trustees, President/CEO and staff work together to create a positive business atmosphere in which growth and prosperity go together.

The ideal candidate is a dynamic and self-motivated leader with, preferably, a proven record of leadership in a member-based organization, with the ability to develop and effectively manage membership budgets, events, staff and volunteers, goal-setting and fundraising. Accomplishments and experience both in managing operations and relating to people will be a top priority in filling this position. The President/CEO will provide high profile leadership, vision, guidance and strategic direction, in conjunction with the Chamber's Board of Directors, for the programs and personnel of the Coppell Chamber of Commerce.

The successful candidate will demonstrate knowledge and expertise on economic development principles, the regional economy, political environment, marketing and branding concepts, membership sales, and the opportunities and challenges to the growth and prosperity of large and small businesses in the community. He or she must be a leader and be a passionate advocate for driving the Chamber to achieve standards of excellence. The candidate must also be a highly collaborative leader with the ability to successfully manage current programs while developing new programs and strategic initiatives for the Chamber and forming mutually beneficial partnerships with other businesses and community organizations in the Dallas-Fort Worth Metroplex.

About the Community: At 14.71 square miles, 40,000 people call Coppell home, yet it retains a small-town atmosphere. Excellent city services, outstanding parks and facilities, safe neighborhoods, strong churches, and exemplary schools all provide for a quality lifestyle and a sense of community.

Close to the Dallas-Fort Worth International Airport and surrounded by major roadways, Coppell conveniently sits in the center of the Dallas-Fort Worth Metroplex. We are proud of our safe streets, quality schools and a business environment that spells success. Coppell also boasts one of the lowest unemployment rates among DFW-area cities.

The Mission of the Coppell Chamber of Commerce is to connect, support area businesses, and build relationships in the community. We work together to create a positive business atmosphere in which growth and prosperity go together.

Title: President/CEO

Reports To: Chairman of the Board of Directors

Duties/Responsibilities:

- Serves as Chief Executive Officer and President of the Coppell Chamber of Commerce and performs such duties as required of that position
- Serves as liaison to the board of directors, Chamber members, Chamber staff and with the community (including direct involvement with the City of Coppell, Coppell ISD, and North Lake College)
- Supervises the entire Chamber staff and has responsibility of recruiting, hiring and firing
- Oversees the Chamber's sister foundation, a 501(c)3 organization, the Coppell Community Development Foundation
- Has general responsibility for management of the organization's finances
- Prepares annual budget in conjunction with the executive committee and develops general plans for meeting the budget
- Attends ribbon cuttings, grand openings and groundbreakings
- Maintains member relationships
- Maintains the membership at a level that will ensure sufficient revenue to support the operations
- Represents the Chamber at community meetings and events
- Promotes and enhances the role of the chamber in the community with government entities, elected officials, businesses and residents

- Sells event sponsorships
- Coordinates and oversees volunteers of all major events
- Ensures events meet budget and maximize fundraising success

Knowledge, Skills and Abilities Required:

- Proven experience in management of staff, related personnel issues, HR policies, and applicable labor law
- Experience preferred in all facets of chamber of commerce management. U.S. Chamber of Commerce Institute training with the designation of IOM (Institute for Organization Management) is preferred. Certified Chamber Executive (CCE) is a plus
- High School Diploma required, Bachelor's Degree or equivalent experience preferred
- Experience in working with volunteer boards of directors, leadership training for volunteers, and providing a basis for cooperation and goodwill within the organization
- Strong planning and organizational skills
- Strong command of written and verbal communication skills
- Self-starter with a high energy level
- Proven leadership skills
- Creative thinker
- Strong working knowledge of computers, business, and accounting software
- Willing to become a resident of the City of Coppell within one year of hire

Salary & Closing Date: Salary is competitive and commensurate with experience. Position closing date is TBD.

Contact Info:

Please submit your resume, cover letter, salary requirements and preferred methods of contact to the Coppell Chamber of Commerce office by either:

1) coppellchambersearch@gmail.com , with the Subject Line: Coppell Chamber President Search Committee

OR

2) Mailing your resume and cover letter to: Coppell Chamber of Commerce President Search Committee 708 Main Street, Coppell, Texas 75019