

# Midland Hispanic Chamber of Commerce

**Position:** Chief Executive Officer (CEO)

**Location:** Midland, Texas

**Status:** Full-time, Exempt

**Salary:** Depends on experience; Base salary + Bonus or Commission potential

**Reports to:** Board of Directors

## Organization Overview

The Midland Hispanic Chamber of Commerce is a 501(c)(6) membership organization dedicated to leading, developing, and advocating for its members while encouraging the advancement, economic growth, and social development of the Hispanic community in Midland. Founded to support Hispanic-owned and community-focused businesses, the Chamber serves as a convener, advocate, and catalyst for opportunity through business development, networking, education, and community engagement.

## Position Summary

The Chief Executive Officer (CEO) serves as the senior executive leader of the Midland Hispanic Chamber of Commerce. Reporting to and working in close partnership with the Board of Directors, the CEO leads day-to-day operations, develops and strengthens member and community relationships, drives fundraising and revenue development, oversees events and programs, and ensures sound financial and organizational management. The CEO serves as the primary public representative of the Chamber and is expected to lead with vision, integrity, accountability, and a strong commitment to service.

## Key Responsibilities

- **Leadership:** Provide strategic leadership to advance the Chamber's mission, goals, and long-term sustainability.
- **Fiscal Responsibility:** Maintain accountability for the financial management and fiscal strength of the organization within the policies set by the Board of Directors under the advisement of the finance committee, including preparation, maintenance of budgets, expense oversight, financial reporting and accounting regarding all programs that are part of MHCC. Also includes coordination with bookkeeping and accounting support.
- **Compliance:** Maintain organizational compliance with applicable laws, IRS filings, reporting obligations, internal policies, and nonprofit best practices.

- **Member Development:** Lead membership growth, retention, and engagement efforts while cultivating strong relationships with members, sponsors, donors, elected officials, and community stakeholders.
- **Fund Development:** Develop and implement fundraising, sponsorship, grant, and revenue-generation strategies to support Chamber operations, programs, and special initiatives. Includes overseeing planning, promotion, coordination, and execution of Chamber events alongside committee chairs and volunteers.
- **Public Relations:** Serve as the primary spokesperson and ambassador for the Chamber, strengthening partnerships with local businesses, civic organizations, government entities, and nonprofit partners.
- **Manage:** Supervise, support, and evaluate staff and contractors, fostering a positive, accountable, and mission-driven organizational culture.
- **Marketing:** Support marketing, public relations, and digital outreach efforts to increase visibility, promote programs, and communicate the Chamber's impact.
- **Results:** Track outcomes, prepare reports, and communicate progress to the Board of Directors and other key stakeholders.

## Knowledge and Skill Requirements

- Demonstrated leadership and management experience, preferably in a nonprofit, association, chamber, public service, or community-focused organization.
- Strong organizational, project management, and problem-solving skills.
- Excellent written, verbal, and interpersonal communication skills, including public speaking and presentation ability.
- Experience working with boards, committees, community leaders, or multiple stakeholder groups.
- Ability to manage budgets, interpret financial reports, and oversee organizational resources responsibly.
- Success in fundraising, sponsorship development, grant writing, and donor or partner cultivation.
- Working knowledge of bookkeeping and financial management tools, including QuickBooks or similar software.
- General knowledge of nonprofit governance, compliance, contracts, and legal considerations.
- Background in marketing, public relations, business development, sales, or community engagement.
- Familiarity with digital communications, website content management, and social media platforms

## Qualifications

### Required Qualifications

- Bachelor's degree or equivalent combination of education and relevant professional experience.
- Commitment to the mission of the Midland Hispanic Chamber of Commerce and a passion for community service and economic development.
- Completed the Nonprofit Executive Leadership Certification through the Nonprofit Management Center or willing to enroll and complete as soon as possible

### Preferred Qualifications

- Experience in nonprofit leadership, chamber management, membership associations, or economic development organizations.
- Bilingual proficiency in English and Spanish is strongly preferred.

## Work Schedule and Benefits

This is a full-time exempt position based in Midland, Texas. The role requires regular business hours as well as occasional evenings and weekends to support board meetings, Chamber events, Networking, Community functions, and special initiatives. Benefits include paid vacation and federal holidays.

## How to Apply

To apply, please submit a cover letter and resume to: [chair@midlandhcc.com](mailto:chair@midlandhcc.com)