

THE PARENT CHILD CENTER OF TULSA, INC.

JOB DESCRIPTION

JOB TITLE:	Executive Director
FLSA STATUS:	Exempt (FT)
REPORTS TO:	President, Board of Directors
PRIMARY LOCATION:	1421 South Boston Tulsa, Oklahoma 74119

JOB SUMMARY

The Executive Director, in partnership with the Board of Directors, leads the organization to accomplish its mission by envisioning the future of the agency and facilitating the achievement of strategic goals. The Executive Director ensures the principled stewardship of community resources entrusted to the agency and oversees the day to day effective administration of all aspects of the agency to meet objective standards of excellence.

PRIMARY RESPONSIBILITIES

Fundraising & External Communications

- Enhances organizational sustainability by identifying and communicating the accomplishments and the resource needs of the agency to the board, funders and the community.
- Manages key relationships with major funders, such as Tulsa Area United Way.
- Represents the agency to the public and the media, networks with community leaders and builds collaborative partnerships.
- Serves as the public voice of the agency, informs the community of the agency's mission and services through tours, literature, personal appearances and other media opportunities.
- Actively participates in community affairs pertaining to the protection of children.
- Works with the Development Director and the board to implement the

Benevon model of fund raising and to identify opportunities to diversify and strengthen revenue streams.

Organizational Leadership and Management

- Fulfills all public accountability and legal obligations of the agency, ensuring compliance with all applicable laws.
- Hires, supervises and evaluates a leadership team to ensure effective and efficient services and operations in line with the agency's mission.
- Delegates appropriate levels of authority and responsibility to directors, and supports them in fulfilling their job duties.
- Assures that overall programs and services are mission driven, quality based, and effective in meeting client needs in accordance with the agency's mission.
- Models the agency's values of professionalism, learning, adaptability, continuous quality improvement, respect and compassion.

Strategic Planning and Operational Oversight

- Guides the preparation and approval of the annual operating budget, maintains accountability for day to day control and disbursement of funds in accordance with the approved budget and spending limits set by the board, and ensures regular financial reports are made to the board.
- Ensures a process of performance quality improvement is in place and that programs and outcomes are appropriately evaluated.
- Stays informed about policy and legislative issues related to child wellbeing, and works to educate and advocate with local and state policymakers for priority issues that aid the agency's mission, within applicable laws.
- Collaborates with the board, communicates regularly on activities and significant events, and participates in Executive Committee and, as feasible, in other pertinent committee meetings.
- Works in partnership with the board to increase their knowledge of programs, results, issues, needs, etc. and to help the board fulfill its role as the governing body of the agency. Participates in an annual review of job performance and goal setting with the Board President and Executive Committee.
- Performs other duties as assigned by the Board President.

REQUIRED QUALIFICATIONS

- Advanced level degree OR relevant work experience equal to this level of education
- Five years related experience including at least three years of senior administration responsibility.
- Competence in administering services to families, adults, youth and/or Children
- Ability to oversee human resource and financial management matters
- Ability to work effectively and proactively with other community providers, and local, state and federal entities.
- Excellent leadership and communication skills, including writing and presentation skills.

PREFERRED QUALIFICATIONS

- Three years of executive leadership in a related human services field.
- Master's degree in Social Work or related field; or alternatively an MBA with three years' experience in social services.
- Five years' experience in fund raising in a nonprofit environment, and substantial experience in successful donor relations.
- Experience in the role of Team Leader or Visionary Leadership in the Benevon model.