



Executive Director Job Description

The Executive Director (ED) position at Rebuilding Together OKC leads a dedicated team of staff, vendors and volunteers to a successful execution of the mission: Repairing homes, Revitalizing Communities and Rebuilding Lives. The Executive Director confidently and competently executes mission and the strategic growth of the organization.

The Executive Director works closely with staff and the Board of Directors to implement and develop program planning and operations, financial and human resource management, fund development and sponsor relations, special events management, marketing and public relations, and national office relations. The Executive Director is responsible for ensuring all activities are pursuant to policies established by the Board of Directors.

Organizational Leadership

- Serve as primary public spokesperson for Rebuilding Together OKC.
- Lead the organization in fulfillment of the mission and vision through planning, resource management, establishing efficient and effective processes and systems, and achieving targeted outcomes.
- Serve as a liaison between staff and the Board of Directors, charged with articulating Board objectives and goals to staff and representing staff's feedback and needs to the board, resulting in collaborative efforts and healthy relations.
- Initiate, organize, facilitate and lead/participate in board committees to facilitate, create and implement action plans to accomplish mission.
- Exemplify the values of the organization to the Board of Directors, staff and OKC community.
- Identify and attend ongoing learning opportunities for yourself, staff and Board of Directors.

Program Leadership

- Monitor overall program events and work closely with the staff and Board of Directors to provide guidance and direction.
- Oversee the tracking of performance metrics to evaluate impact and effectiveness of programs
- Work with key staff and Board members to be on the "front line" of the organization, identifying the need for and implementing new programs in response to rising needs in the community (such as disaster response, community improvement, new trends in nonprofit programming, etc.).

Development/Marketing/Fundraising Leadership

- Work directly with the Development Officer to ensure the success of the organizational development plan and the yearly income trends and goals.
- Engage in the donor circle for individual donors: Identification, Qualification, Cultivation, Solicitation and Stewardship.

- With the support of the Development Officer and the Board of Directors work to resource development, fundraising strategies, and promotion/media strategies to grow the organization.
- Keep a timely knowledge of grants, reports to foundations and possible grants. This will be in direct interaction with the Development Officer.
- Be available for media opportunities, public speaking engagements and cultivation events.
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Administrative Leadership

- Establish and administer clear roles and responsibilities for staff.
- Meet regularly with staff to provide direction, assistance and support for all activities for the mission of Rebuilding Together OKC.
- Work with staff to create annual performance goals and assist as needed in managing individual work plans and projects.
- Evaluate and update personnel compensation and benefits as needed and at least annually.
- Ensure the office setting is a safe and productive environment.
- Lead by example by being involved in projects and team outcomes.
- Celebrate achievements and maintain a positive work environment.
- Ensure the staffing structure for the organization is strategic to meet growing organizational needs.

Financial Leadership

- Work closely with the Board Treasurer, Finance Committee, Executive Committee and staff to prepare the annual budget for board approval based on established goals and objectives, and anticipating future organizational needs, while allowing for necessary resources.
- Work closely with the Board Treasurer and senior staff to insure sound accounting practices and assist with annual audit.
- Provide sound financial recommendations for the organization.
- Manage cash flow to meet or exceed key performance indicators to ensure the financial health of the organization.
- Work closely with staff to ensure the achievement of income goals and spending limits.
- Serve as the primary signatory for all bank activity.

Board of Directors

- Work closely with the Board Chair and Executive Committee to ensure the growth of the organization.
- Attend all Board meetings and serve on all Board committees and subcommittees.
- Prepare all necessary reports for Board and committee meetings.
- Provide leadership and input on the direction and goals for each committee and subcommittee.
- Work to develop and recruit new board members who will provide a substantial impact on the organization.

National Office Relations

- Maintain communication with the National Office through regular correspondence with appropriate national staff and affiliate leaders throughout the affiliate network.
- Maintain communication with the National Affiliate Council Representative for OKC and support the efforts of the National Affiliate Council by providing feedback, insight and engagement.
- Encourage relationships between National leadership and the OKC staff and OKC Board of

Directors for Rebuilding Together OKC.

- Attend National Conference events, regional meetings and appropriate training events.
- Provide leadership and oversight on the annual affiliate report to the National Office.
- Communicate programs, goals and initiatives from the National Office to OKC staff and OKC Board of Directors on a regular basis.
- Support the National Office by providing insight, expertise and experience that may benefit the National Office and leaders and affiliates in the affiliate network.

Knowledge and Skills

- Demonstrate successful leadership, organizational management and execution of budget and business goals.
- Proven ability to lead and manage a team of staff members with diverse work and learning styles.
- A strong understanding of vision and strategic planning.
- Understanding of the nonprofit business culture and the nonprofit community in Oklahoma City.
- Understanding the impacts of housing needs in the community, specifically in the age group of 55 and older.
- Excellent interpersonal skills.
- Ability to work in a fast-paced, open and casual team environment.
- Ability to engage donors, volunteers, church leaders, and community leaders for the cause.
- The ability to move people to the word "YES".

Requirements

- Experience in the nonprofit culture.
- Superior knowledge of fiscal management.
- Direct supervision experience.
- A passion for the mission of Rebuilding Together and a commitment to serve the low-income community.
- Solid computer literacy in Word, Excel and Outlook.
- Working knowledge of *Salesforce* and *QuickBooks*, and the ability to communicate the functionality of the programs to key board members.
- Ability to work with a flexible schedule, including late nights, weekends, and times working from home.
- Ability to travel nationally for conferences and regional meetings.
- Education: BA or equivalent experience, MA preferred.

The successful candidate will receive a competitive salary, health benefits, including dental and vision, retirement plan, vacation.

Rebuilding Together OKC will provide equal employment opportunity without regard to race, color, gender, age, disability, religion, national origin, marital status, sexual orientation, ancestry, political belief or activity, or status as a veteran.

The salary for this position is negotiable and commensurate with experience. To apply for this position email your resume, cover letter, and three references to employment@rebuildingtogetherokc.org.