

JOB TITLE:

Executive Director

MISSION OF THE NEIGHBORHOOD ALLIANCE OF CENTRAL OKLAHOMA:

Our mission is to create safe, attractive, and healthy neighborhoods for all, and for over 40 years Neighborhood Alliance has positively affected thousands of citizens' lives by teaching them how to create their own sustainable change.

EXPERIENCE:

Preferred:

8-years of prior non-profit experience, with at least 2-years in a leadership position.

A bachelor's degree or equivalent experience.

JOB DESCRIPTION:

The Executive Director (ED), working with the Board of Directors (BOD), is responsible for leadership and strategic direction of the organization. The Executive Director will be responsible for overseeing all details of the organization, including the finances, operations, and staff. They will develop and maintain productive community relationships with key stakeholders, donors, volunteers, and clients. The Director will keep current of community needs and issues relevant to mission fulfillment; participate in public speaking engagements; and research/seek appropriate funding opportunities.

ESSENTIAL DUTIES AND RESPONSIBILITIES:**Operational:**

- Oversee the daily operations of NACOK, in compliance with policy and health and safety considerations.
- Ensure compliance with applicable laws and regulations that govern the operations of the organization.
- Coordinate the work of and facilitate communication among staff and volunteers to ensure adequate volunteers, financial, and other resources are on hand to meet the needs of clients.
- Create a safe, welcoming, and respectful atmosphere that attracts and retains qualified staff and volunteers.

Administrative:

- Establish and track metrics to measure the successful operation of the organization and report metrics as required by the organization, BOD, and donors as requested.
- Prepare and implement an organization strategic plan and other initiatives to help grow and further its impact on the lives of neighbors.
- Oversee administration of the organization's human resources policies including hiring, training, supervision, separation, timesheets, and performance evaluations and maintain effective communication systems throughout the organization.
- Support the creation of the annual operating budget for BOD approval.

- Manage and negotiate contracts on behalf of the BOD (the BOD will have final approval on all contracts)
- Operate the agency in a fiscally sound manner, managing revenues and expenses to meet budget targets.
- Oversee financial account operations, including preparing and submitting entries to accountants.
- Communicate with the BOD, in a timely manner, on all matters of concern.

Community Outreach:

- Coordinate with other agencies, potential donors, foundations, and City partners.
- Work with neighborhood leaders to organize and administer neighborhood events, activities, and operations.
- Represent NACOK through media, promotions, events, and other applicable activities to promote the mission.
- Identify and develop strategic partnerships for programs and funding.

As appropriate, the Executive Director may delegate these duties and responsibilities to staff and volunteers. The Director may also perform other duties as assigned.

COMPENSATION

The salary range for this position is \$55,000 to \$70,000.

Health Insurance

Paid time off

Cell Phone Rebate

APPLICATION PROCESS

Interested applicants may send a cover letter, resume, and references (3) to Board Vice-President Jordan Evans at Jkevans16@outlook.com.