



Hiring for Position: Executive Director

The Oklahoma Women's Coalition (OWC) is a state-wide 501(c)3 not for profit, non partisan organization. We were established in October 2008 and we are now hiring our first Executive Director. The Coalition's mission is **to advance the potential of Oklahoma's women and girls through education and advocacy**. The OWC has registered a growing number of Individual Members (over 500) and Organizational Members (approximately 40). Our goal is to create meaningful systemic change for Oklahoma women and girls through education and advocacy.

The organization's primary focus is to support state legislation and policies that advance the Coalition's mission. We are also committed to the development and dissemination of educational information on programs and issues important to Oklahoma's women and girls. The organization staffs an Oklahoma City office with an Administrative Assistant and contracts with a legislative liaison. Our successful candidate will be housed in the Oklahoma City office. Web site: www.oklahomawomenscoalition.org

POSITION SUMMARY:

The Executive Director is accountable for providing leadership, strategic direction, and vision for the development and achievement of the organization's mission in partnership with the Oklahoma Women's Coalition Board of Directors. The successful candidate will provide direction and guidance to the OWC in the development of its strategic goals and execute/ implement the strategy within the framework of the organization's policies and standards. The incumbent advises, recommends and assists the OWC state-wide Board of Directors in the formulation of policies governing the OWC. The incumbent directs the OWC's day-to-day operations.

The Executive Director works as the staff advisor to and in partnership with the Board of Directors to 1.) Carry out the mission of the organization, 2.) Responsibly manage the OWC's human, material and fiscal resources and 3.) Assure that the OWC has a positive relevance throughout the state through various media.

The Executive Director will have strong experience in generating funds. The incumbent is responsible for all hiring, release, retention, and management of employed staff; for directing the management and development of the OWC's physical resources; and for oversight of the OWC's fiscal activities.

MAJOR ACCOUNTABILITIES

Board Relations & Support

Works in tandem with the Board of Directors to generate sufficient funds to grow the Coalition and to sufficiently meet its goals and resource needs

Provides strategic leadership by working with the OWC board to establish and implement long-term and short-term priorities, goals and tactical plans in support of the overarching business strategy

Works in partnership with the OWC Board officers and committee chairs to leverage the involvement and contribution of each OWC board member while supplying staff support

Collaborates with the Board of Directors to develop and implement capacity building strategies and plans designed to accommodate the growth objectives of the OWC

Keeps the board informed of pertinent trends and legislative activities that affect the work of the OWC

Ensures, as the Advisor to the Leadership Development Committee, that a bi-partisan and diverse Board membership is institutionalized within the OWC's activities and functions to enhance organizational diversity

Identifies current and projected needs of the OWC and identifies qualifications for OWC elected officers and directors on the Board

Ensures and promotes non-discrimination in every aspect of the Oklahoma Women's Coalition

Financial Responsibility

Maintains a strong relationship with existing funding sources

Generates new and diversified funding sources while working in tandem with the OWC Fundraising Committee.

Works with the Finance Committee and staff in monitoring, developing and explanation of the Annual Budget

Ensures the financial health of the OWC by employing sound fiscal controls and management and by effectively integrating and managing the OWC's resources to support sustained financial growth

Provides strategic financial input and leadership on key decisions affecting the organization

Management and Administrative Responsibility

Motivates and leads a high-performance staff team; attracts, recruits, and retains/releases staff as needed and as funding allows

Ensures the corporate and legal responsibilities of the OWC are fulfilled by keeping informed on legislation and current legal requirements

Acts as a catalyst for effective development of strategies and solutions to key business challenges

Public Relations and Membership

Works to maintain a positive image of the OWC in the state by:

1. Communicating and promoting the OWC Issues Agenda, set by the Board of Directors

2. Acting as an advocate and chief spokesperson for the OWC within all sectors of the state by representing the OWC to the general public, planning agencies, funders and the corporate community
3. Developing and maintaining community awareness with other organizations in the state, through education and presentations
4. Articulating and initiating, along with the Board and the Membership Committee, the development, implementation and communication of effective growth strategies and processes

Professional Leadership Qualities

Demonstrates passion, idealism, integrity, positive attitude, is mission driven and self directed

Demonstrates leadership qualities which inspire confidence and loyalty in others by initiative, acceptance of others, judgment, maturity, working under pressure, cooperation, dependability, adaptability and positive demeanor

Demonstrates positive attitude toward the Board of Directors

Qualifications

- Minimum of a Bachelors Degree, ideally with a Masters Degree
- The Executive Director will be thoroughly committed to the OWC Mission
- Candidate should have at least 5 years of senior management experience; a track record of effectively leading an outcomes-based organization and/or programs
- Working knowledge of not-for-profit management
- Experience to generate and expand revenue and fundraising activities to support OWC's goals and objectives while working in tandem with the board of directors
- Preferred experience in Event Planning
- Excellence in organizational management with the ability to coach and manage a small staff, set and achieve strategic objectives and manage a budget
- Past success working with a board of directors with ability to cultivate existing board member participation and relationships
- Strong marketing and public relations skills with ability to engage a wide range of stakeholders and cultures
- Strong written and verbal communication skills; a persuasive and passionate communicator with excellent interpersonal and multidisciplinary project skills
- Action-oriented, entrepreneurial, adaptable and innovative approach to business planning
- Proficient in various technology abilities: Microsoft Office Suite, social media (Facebook, Twitter, etc.,)
- Ability to work effectively in collaboration with diverse groups of people

Mail or email resumes with at least 5 reference names, phone # and addresses no later than December 10, 2011 to info@oklahomawomenscoalition.org or USP mail to Oklahoma Women's Coalition, Executive Director Search, 720 West Wilshire, Suite 101D, Oklahoma City, OK 73116 postmarked no later than December 10, 2011. The OWC is an Equal Opportunity Employer.