



## **Director of Business and Community Engagement Job Description**

**Position Title:** Director of Business and Community Engagement

**Reports to:** Chief Operating Officer

**FLSA Status:** Exempt

**Work Schedule:** Full-time

**Approved:** March 2023

### **About Every Kid Counts Oklahoma (EKCO)**

EKCO is uniquely positioned to effect change in the Oklahoma education system by encouraging partnerships with existing education-centered organizations across the state and providing a platform for leaders to have their voices heard for education reform in Oklahoma.

### **Job Description**

The Director of Business and Community Engagement will be responsible for development of a comprehensive strategy and implementation of all business and community engagement initiatives on behalf of EKCO. The Director of Business and Community Engagement will promote the importance of the involvement of business and community leaders in the education process; provide information on how leaders can promote education; connect with and support teachers; and assist in and impact workforce development. The Director of Business and Community Engagement will work closely with the Director of Teacher Services and Engagement to engage business and community leaders in the support of Oklahoma's educators.

### **Primary Job Responsibilities**

- Develops both short-(annual) and long-term engagement goals and works with direct reports to create plans and strategies that marshal resources toward achieving stated goals including: at least 3 regional meetings of business and community leaders in each of the 5 Congressional districts, 20-30 business and community leaders actively engaging policy makers on educational issues, and 3 published OPEDs by business leaders
- Manages an active business and community engagement program and ensures important information and communications are provided to business and community leaders
- Effectively manages projects and resources and directs program improvement to accomplish projects and tasks
- Responds to business and community leader outreach in a timely, helpful, and appropriate fashion

- Reports all outreach efforts on a monthly basis to the Chief Operating Officer and Executive Director, and quarterly to the EKCO Board of Directors
- Represents EKCO at education focused events, which may include nights and weekends
- Collaborates with the EKCO director team to engage business partners and community leaders with educators and parents
- Responsible for managing contact information for business and community leaders in EKCO's CRM
- Assists the Director of Communications in securing business and community leaders to share their education viewpoints through LTEs, OPEDs, videos, social media and other formats
- Other duties as assigned

### **Key Abilities and Requirements**

- Bachelor's degree from an accredited university, preferably in business, policy, or management
- Three to five years of successful management experience in business, nonprofit, political, or government environments
- Experience leading in a fast-paced, entrepreneurial environment; adaptable when managing multiple, shifting priorities; ease at managing competing demands and determining priorities independently
- Outstanding organizational and time management skills
- Excellent verbal and written communications skills
- Travel will occasionally be required - across Oklahoma for meetings or nationally for conferences and events. A valid driver's license and auto insurance is required

### **Preferred Skills and Abilities**

- Experience in making connections and networking with businesses and/or nonprofits
- Management of a team of both full-time, part-time, and contracted employees
- Prior accountability for specific KPIs and metrics to meet goals
- Prior experience in education

### **Salary and Benefits**

Salary for this position is competitive and depends on prior experience. In addition, a comprehensive benefits package is included.

### **Work Environment**

The EKCO main office is located in Oklahoma City at 309 NW 13<sup>th</sup> Street in a two-story structure with no elevator. Accommodations will be made for meetings on the first floor if needed. Some locations visited during the course of executing job duties may not be wheelchair accessible and some time may be spent participating in outside activities.

### **Physical Demands**

While performing the duties of this job, the employee is regularly required to sit and use hands to finger, handle, or feel, such as keyboarding and writing. The employee frequently is required

to reach with hands and arms and talk and hear. Must have visual acuity to read and draft reports, memos, letters, etc. Specific vision abilities required by this job include vision adequate for the incumbent to perform the responsibilities and functions of the job efficiently. Must be able to walk, climb stairs, kneel, crouch, crawl, and lift arms and hands above shoulder level. Must be able to lift and carry items up to 25 pounds occasionally. Must be able to manually operate and use a computer. Must be able to clearly hear and understand telephone conversations. Must be able to speak and communicate clearly.

The qualifications, physical demands and work environment described herein are representative of those an employee will encounter and must meet to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities.

**Equal Opportunity Employer**

To provide equal employment and advancement opportunities to all individuals, employment decisions at EKCO will be based on merit, qualifications and abilities. EKCO does not discriminate in hiring, promotion, or any other aspect of your employment on the basis of race, color, religion, gender, age, national origin, physical or mental disability, marital status, sexual orientation, or any other characteristic protected by law.

***This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.***