



## Executive Director Job Description

**Position Title:** Executive Director

**Reports to:** Board of Directors

**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 Executive Director (ED) will have operational responsibility for EKCO's staff, programs, expansion, and execution of its mission. The Executive Director is responsible for overseeing the administration, programs and strategic plan of the organization. Other key duties include fundraising, marketing, and community outreach. The position reports directly to the Board of Directors.

### Primary Job Responsibilities

- Responsible for leading EKCO in a manner that supports and guides the organization's mission as defined by the Board of Directors
- Responsible for the implementation of EKCO's programs that carry out the organization's mission
- Responsible for the enhancement of EKCO's image by being active and visible in the community and by working closely with other professional, civic and private organizations, as well as schools, administrators, teachers, parents, and business and community leaders
- Responsible for planning, organization, and direction of the organization's operations and programs
- Responsible for ensuring that EKCO's funding relationships are robust enough to meet or exceed strategic goals and objectives
- Ability to grow and diversify EKCO's funding sources over time
- Representing EKCO at education focused events, which will include nights and weekends
- Collaborating with national organizations for messaging and local events, and attending conferences and national events
- Managing EKCO Staff, including employees and contractors
- Meeting or exceeding established grant metrics, making grant proposals, and submitting grant reports
- Leading a coalition of partners in education policy and parent advocacy

- Other duties as assigned

### **Key Abilities and Requirements**

- Bachelors or advanced degree in business or education-related fields preferred with five or more years of senior nonprofit management experience
- Ability to point to specific examples of having developed and operationalized strategies that have taken an organization to the next stage of growth
- Excellence in organizational management with the ability to coach staff, manage, and develop high-performance teams, achieve strategic objectives, and manage a budget
- Outstanding organizational and time management skills
- Excellent verbal and written communication skills
- Travel required-- across Oklahoma for meetings, and occasionally nationally for conferences. A valid driver's license and auto insurance is required.

### **Preferred Skills and Abilities**

- Well versed in Oklahoma's education landscape and players, previous teaching experience preferred
- Political experience, or a thorough knowledge of Oklahoma's legislative process
- Robust community connections and network to help feed grassroots and fundraising efforts
- Management of a team of both full-time, part-time, and contracted employees
- Prior accountability for specific KPIs and metrics to meet goals

### **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.***