

Executive Director Dream Action Oklahoma

Job Description

The Executive Director shall serve as the key management leader for the organization. The Executive Director is responsible for leading administration, programs, strategic plan and strategy of the organization. Other duties include donor outreach, fundraising, and outreach to ensure financial and organizational sustainability.

Dream Action Oklahoma (“DAOK”) is an equal opportunity employer; people of color and individuals from diverse backgrounds are encouraged to apply. DAOK does not discriminate on the basis of race, color, national origin, ethnic background, citizenship status, religion, political orientation, genetic information, sexual orientation, age, or disability.

This is a full-time position with an office in Oklahoma City. This position requires a willingness to travel within Oklahoma, and occasionally out of state.

General Responsibilities:

1. Being active and visible in the community by working closely with other professional, community, civic, and private organizations.
2. Engage and manage relationships with the board in order to ensure success and growth of the organization.
3. Provide leadership in a manner that supports and guides the organization’s values and mission.
4. Engage and manage relationships with community, funders, and other constituents.
5. Effectively communicate with the board to ensure proper function and informed decision making.
6. Set and meet goals for obtaining income and in-kind donations from foundations, sponsors, individuals, and businesses.
7. Manage, organize, and submit to the Board a proposed annual budget and monthly financial statements, which accurately reflect the financial condition of the organization.
8. Operate within the approved budget, ensure maximum resource utilization, and maintenance of the organization in a positive financial position.
9. Maintain an organizational calendar of events and meetings.
10. Ensure effective systems are in place to track progress, regularly evaluate program components, so as to track progress in a manner that can be effectively communicated to the board, funders, and other constituents.

11. Hire, manage, and motivate a full-time and part-time administrative staff to achieve success in daily operations.
12. Responsible for signing all notes, agreements, and other contracts made and entered into and on behalf of the organization.

***Preferred Qualifications:** *(not all are required to apply)

- At least two (2) years experience with, knowledge of, and relationships within human rights education, nonprofit management, youth organizing, coursework, or community volunteering
- Comfort navigating ambiguity and the gray areas with a keen eye to motivate and bring staff along, inspire collaboration and strive to succeed aspirational goals
- Strong written and oral communication skills, including fluency in a language of the local immigrant community.
- Identifies as part of or an ally of the LGBTQIA community
- Views differences between individuals (race, gender, age, cultural heritage, physical ability, education, beliefs, and lifestyle) as an asset and demonstrates an appreciation of the diversity across the DAOK community.
- Hands-on experience in budget management skills, including budget preparation, analysis, decision-making and reporting
- The ability to critically assess challenges and identify effective solutions, including planning, delegating and program development.
- Skills in anti-oppressive, participatory, and democratic facilitation of groups and meetings
- Knowledge of fundraising strategies and donor relations unique to nonprofit sector
- Outstanding interpersonal skills and the ability to build strong relationships with a variety of stakeholders
- inspirational leadership; able to address the community, serve as a strategic community leader and collaborator within Oklahoma
- A strong, demonstrated alignment to DAOK's mission and understanding of dynamics within volunteer-run organizations
- DAOK works in partnership with district public schools. In doing so we must meet all compliance requirements of those districts including background checks.
- Willingness to travel, as needed, throughout Oklahoma and out of state
- Willingness to, as needed, work evenings and weekends

Compensation & Benefits

- Salary \$50,000 - \$60,000 commensurate with experience
- Up to 100% employer funded comprehensive medical and dental coverage
- 401K match up to 4%

- Significant opportunities for professional development and growth including a \$250 personal professional development budget in your first year, increasing to \$500 in each subsequent year
- Hybrid work arrangement requiring two days in-office
- Pre-tax commuter benefits
- Dependent care and health care flexible spending plans
- 1 hour of wellness time off per week for wellness activities of your choosing
- 9 weeks of paid parental leave