

**Parent Promise/Prevent Child Abuse Oklahoma (DBA)  
Exchange Club Center for the Prevention of Child Abuse of Oklahoma, Inc.  
POSITION DESCRIPTION**

**THE POSITION**

Title: Executive Director

Position Category: Full Time Exempt

Reports to: Board of Directors

Supervises: Directly supervises the Community Relations Director, Program Manager, and Administrative Staff

Salary: \$90,000 - \$110,000

**ABOUT PARENT PROMISE**

Parent Promise is a 501c3 nonprofit with a mission of strengthening families and preventing child abuse and neglect through the delivery of home-based family support services. The parent education services are evidence based and take a whole-family approach. The organization's goal is to help support families through challenging times with strength-based approaches that prevent them from becoming known to child protective services.

Parent Promise is the Oklahoma Chapter of Prevent Child Abuse America, accredited by the National Exchange Club Foundation and Prevent Child Abuse America, and a Parents As Teachers Affiliate. As an Oklahoma Family Resource Center, the organization provides quality home-based services through the Parents As Teachers, Healthy Families America, Exchange Parent Aide, and Nurse Family Partnership/Children's First home visiting programs.

**FUNCTIONAL STATEMENT**

The Executive Director serves as the chief administrative officer ultimately responsible for managing the agency's human and financial resources and for leading, facilitating, and/or coordinating all aspects of its operations. The Executive Director is the team leader and creates a culture of mutual respect and trust among board, staff, and all stakeholders.

**DUTIES AND RESPONSIBILITIES**

Leadership

- Participate with the Board of Directors in developing a vision and strategic plan to guide the agency.
- Assist in the identification and recruitment of agency Board members.
- Provide necessary support to committees and committee chairs to help them effectively fulfill their functions.
- Identify, assess, and inform the Board of internal and external issues that affect the agency.
- Act as a professional advisor to the Board of Directors on all aspects of the agency's activities.
- Foster effective teamwork between the Board of Directors, the Executive Director, and Parent Promise staff.

- Serve as spokesperson for the agency and Prevent Child Abuse Oklahoma (PCA-OK) in all industry and public matters.
- Conduct official correspondence on behalf of or jointly with the Board of Directors as appropriate.
- Attend meetings, community events, and civic and social functions as a representative of Parent Promise and PCA-OK to enhance the agency's brand.
- Communicate with partners to keep them informed of the work of the organization and to identify changes in the community served by the organization.
- Establish good working relationships and collaborative arrangements with community groups, funders, and other organizations to help achieve the goals of the organization.
- Provide support to the Board by preparing meeting agendas and supporting materials.
- Be familiar with the workings of the Oklahoma Legislature and be an effective advocate and communicator for those issues impacting our industry and agency.

#### Operational planning and management

- Ensure the operation of the organization meets the expectations of the Board, partners, and funders.
- Oversee the efficient and effective day-to-day operations of the organization.
- Oversee the implementation of the human resources policies, procedures, and practices.
- Establish a positive, healthy, and safe work environment.
- Recruit, interview, and select staff that have the right technical and personal abilities to help further the organization's mission.
- Coach and mentor staff as appropriate to improve performance.
- Ensure that personnel, partner, donor, and volunteer files are securely stored and privacy/confidentiality is maintained.

#### Program planning and management

- Oversee the planning, implementation, and evaluation of the agency's programs and services.
- Ensure programs and services offered by the agency contribute to the overall mission and reflect the priorities of the Board.
- Monitor the day-to-day delivery of the programs and services to maintain or improve quality.
- Oversee the planning, implementation, execution, and evaluation of special projects.

#### Financial planning and management

- Work with the Board to prepare a comprehensive annual budget.
- Work with the Board and Community Relations Director to secure adequate funding for the operation of the organization.
- Research funding sources, oversee the development of fundraising plans, and assist staff (when needed) in writing funding proposals to increase the financial security of the organization.
- Participate in fundraising activities as appropriate.
- Approve expenditures within the authority delegated by the Board.
- Ensure that sound bookkeeping and accounting procedures are followed.
- Administer the funds of the organization according to the approved budget and monitor the monthly cash flow of the organization.
- Provide the Board with comprehensive, regular reports on the revenues and expenditures of the organization.
- Ensure that the organization complies with all legislation covering taxation and withholding payments.

- Identify and evaluate the risks to the organization's people (partners, staff, and volunteers), property, finances, goodwill, and image; implement measures to control risks.
- Ensure that the Board of Directors and the organization carries appropriate and adequate insurance coverage.
- Ensure that the Board and staff understand the terms, conditions, and limitations of the insurance coverage.

### **QUALIFICATIONS AND EXPERIENCE**

A minimum of a bachelor's degree in human services, management, nonprofit management, or a closely related field. A solid understanding of and experience managing staff, program development, and quality assurance for continual improvement. Knowledge of maternal-infant health and dynamics of child abuse and neglect. Experience in providing services to culturally diverse communities/families. Ability to be non-judgmental, compassionate, and able to establish trusting relationships. Must be committed to child and family development and the ideals of preventing Adverse Childhood Experiences (ACEs).

**To apply:** Submit a resume and cover letter to [careers.site@parentpromise.org](mailto:careers.site@parentpromise.org) by Friday, March 31, 2023.