



Executive Director

Full-time, Salary, FLSA Exempt

Bethesda, Inc., based in Norman, Oklahoma is seeking an exceptional leader to serve as Executive Director with overall responsibility for the operation of Bethesda, Inc. with a \$750,000 budget, 9 employees, and interns. Bethesda is in its 41st year of successfully healing the trauma of childhood sexual abuse through therapy, education, and prevention. Bethesda is the only non-profit agency in the state that offers highly specialized trauma-focused therapy to children ages 3-18 and their non-offending caregivers. These services are provided at no cost to the client. Our Education Program is a statewide program that teaches boundary rules to children PreK-6th grade, and equips them with the vocabulary, permission, and courage to speak up if someone breaks a boundary rule. The Executive Director is supported by an engaged Board, a skilled and experienced leadership team, highly qualified staff and a caring and encouraging team culture.

SUMMARY OF ESSENTIAL JOB FUNCTIONS

- Effective Leadership and Strategic Vision
- Resource Development
- Oversight and Strengthening of Infrastructure and Operations

QUALIFICATIONS

- Minimum of a bachelor's degree. Strong preference for a master's degree in social science, human services, or related field or CFRE (Certified Fundraising Executive)
- Prior experience in non-profit sector managing operations for service delivery, program development, personnel management and contract and grants management
- Strong preference for experience in managing therapists that provide direct services to children/families who have experienced trauma
- Successful fundraising record including individual and corporate donor relations, foundation, and government grants
- Strong financial planning and management skills including budget management and the understand financial statements
- Strong analytical, problem-solving, and decision-making skills
- Excellent community engagement and public relations skills
- Excellent communications skills including oral, written, and public speaking
- Inclusive and collaborative leadership and management style

ADDITIONAL REQUIREMENTS

- Valid Oklahoma driver's license, insurance, and use of personal vehicle
- Must be available for weekend and evening work as required
- Must pass criminal history and other background checks

TO APPLY

Send a resume and three references to Connor McCaffrey, Bethesda Board President, at boardpresident@bethesdaok.org.