

## **Position Description**

### **Executive Director**

**Stillwater CARES, Inc.**

**Stillwater, Oklahoma**

Founded in 2010, Stillwater CARES (SCI) is a faith based 501(c)(3) whose mission is “to connect relationships and resources to prevent and alleviate poverty.” SCI began as an organization 5 years ago because of an expressed need by the faith community and local benevolence agencies to improve the community’s approach to poverty. SCI has been recognized statewide and nationally for its ability to collaborate and bring the entire community together for the common good.

SCI started with the desire to:

1. Increase collaboration and productivity in the faith-based and benevolence community.
2. Implement an online database system to track individuals requesting assistance through various agencies and churches.
3. Initiate programs that provide training and assistance to those that need a “hand up” in stepping out of poverty.

For more information about SCI, please visit [www.stillwatercares.org](http://www.stillwatercares.org)

### **Position**

Reports to the Board of Directors, the Executive Director will have overall strategic and operational responsibility for SCI’s staff, volunteers, programs, expansion, and execution of its mission.

### **Responsibilities**

#### **Leadership & Management:**

- Ensure ongoing local programmatic excellence, rigorous program evaluation, and consistent quality of finance and administration, fundraising, communications, and systems; recommend timelines and resources needed to achieve the strategic goals
- Actively engage and energize Stillwater CARES’s volunteers, board members, event committees, alumni, partnering organizations, and funders
- Develop, maintain, and support a strong Board of Directors: serve as ex-officio of each committee, seek and build board involvement with strategic direction.
- Lead, coach, develop, and retain Stillwater CARES’s Association that today includes 57 organizations, 45 of which are also CharityTracker Agencies.

#### **Fundraising & Communications:**

- Expand local revenue generating and fundraising activities to support existing program operations and expansion
- Deepen and refine all aspects of communications—from web and social media content presence to external relations with the goal of creating a stronger brand and engagement with constituents (funders, Associates, community and civic leaders, citizens, etc.).

#### **Planning & New Business:**

- Begin to build partnerships in new market sectors, including community and political leaders, to advance community-based solutions to reduce poverty
- Establish an external local and national presence that publishes and communicates program results with an emphasis on the successes of the local program as a model for regional and national replication

## **Qualifications**

The successful candidate will have proven leadership, coaching, and relationship management experience including:

- A bachelor's degree required; master's degree in business, non-profit management or leadership preferred
- Five or more years nonprofit management experience with senior management experience preferred
- Transparent and high-integrity leadership
- Solid, hands-on, budget management skills, including budget preparation, analysis, decision-making and reporting
- Strong organizational abilities including planning, delegating, program development and task facilitation
- Ability to convey a vision of SCI's strategic future to staff, board, volunteers and donors
- Knowledge of fundraising strategies and donor relations unique to nonprofit sector
- Skills to collaborate with and motivate board members and other volunteers
- Strong written and oral communication skills
- Ability to interface and engage diverse volunteer and donor groups
- Demonstrated ability to oversee and collaborate with staff
- Strong public speaking ability
- Computer proficiency in Microsoft Office and Quickbooks preferred

Please submit letter of interest and resume by close of business November 30, 2015 to [connect@stillwatercares.org](mailto:connect@stillwatercares.org)