Executive Director – Position Description

Job Title: Executive Director
Reports To: Amplify Board of Directors
Location: Tulsa, OK
Status: Full-time, exempt
Salary:

ORGANIZATION OVERVIEW
Amplify is a collective impact organization that coordinates efforts within our community to expand access to sexual health education, promote healthy relationships, and engage the public in this conversation. In collaboration with our partners, we train educators to provide youth with medically accurate, age-appropriate sexual health and healthy relationship education. Amplify provides support to organizations working in youth sexual health for sexual health education implementation and expansion, educator training, professional development, and data collection regarding public perception and teen birth rates.

POSITION SUMMARY
The Executive Director (ED) provides the vision, leadership, and management necessary to achieve Amplify’s strategic goals. In alignment with the mission and beliefs of the Amplify, the ED is responsible for providing strategic guidance and oversight to the Amplify’s program planning, implementation, and evaluation. In addition, the ED is responsible for building strategic community relationships and fundraising. This position is also responsible for providing input on the overall direction of the Amplify in partnership with the Board of Directors.

ESSENTIAL DUTIES

Community Impact
The Executive Director (ED) is responsible for the overall impact of Amplify on the community, with emphasis on increasing its capacity to drive the mission and vision. The ED will work closely with the Board of Directors to achieve this increased impact, including raising the funds to support it. The ED will establish and build relationships with top leaders in the community, including those representing the highest levels in public health, government, business, and non-profit sectors.

Resource Development
The ED is charged to drive key results in fundraising; identify, cultivate, and solicit prospective donors and key leaders of prospective new corporate partners; leverage personal and professional contacts and relationships into fundraising opportunities; and promote a culture of fundraising in the organization, both at the staff and board level.
Strategic Management
The ED serves as the principal resource to the Board of Directors and its committees. The ED partners with the Board of Directors to develop organizational goals and strategies to ensure goals are achieved. The ED ensures coordination and alignment of all Amplify activities to strategic direction in the areas of community impact, resource development, and staff alignment.

Organization Management
The ED is accountable for building and leading high-performing teams, ensuring all teams are aligned and collaborating to achieve organizational results. The ED maintains accountability for the operational and fiscal integrity of the organization within policies set by the Board of Directors. The ED assesses organizational capacity to implement strategies and identify gaps in systems and staffing; directly supervises staff; and manages organizational spending, monitors budget compliance, and mitigates financial risks.

KEY RESPONSIBILITIES

1. Provide hands-on, day-to-day leadership to staff ensuring successful completion of deliverables within Amplify’s strategic plan, grant requirements, mission, and vision.

2. Ensure the organization has the financial resources needed to effectively achieve its mission and strategically identified goals. The role of the ED involves highly effective communication with current and potential funders (federal, state, and private) including grant writing responsibilities and project reporting responsibilities.

3. Lead the Amplify’s staff in decision making processes including, but not limited to financial decisions, programmatic decisions, and general strategy decisions.

4. Responsible for ongoing quality assurance/quality improvement monitoring of all Amplify interventions, programs, and services, including strategies identified within the organization’s strategic plan capacity building, communication, and advocacy.

5. Ensure Amplify is in full compliance with all grant and contractual requirements including 1) federal regulations; 2) state and private contracts; 3) private and corporate donor requirements.

6. Ensure Amplify continues to recruit, hire, and retain a talented group of professionals who are viewed as experts in their area of content in the city, state and nationally; who are able to effectively deliver needed planning, implementation and evaluation strategies; and are respected by their peers.

7. Serve as the organization’s key representative and speak and present at a variety of organizational events, meetings, committees, and presentations in order to facilitate and foster new and existing partnerships.

8. Oversee writing, publication, and distribution of Amplify projects; maintain strict protocols for distribution of project results both internally and externally; and ensures
evaluation and research data are used to inform and guide the ongoing operations of the organization.

9. Clearly communicate all aspects of programming to inform budgets, proposals, and reports as necessary.

Requisite Qualifications
This is an outstanding opportunity to play a critical leadership role in sexual health education and teen pregnancy prevention in the Tulsa area. Therefore, first and foremost, the Executive Director must be committed to the mission and vision of the organization, its core values, and have the skills and maturity to lead a highly functioning, high-trust team.

- Demonstrated track record of senior management experience in a leadership capacity
- Experience in successful working relationships with board and staff
- Ability to lead and thrive in a fluid, sometimes unstructured environment
- Ability to command the confidence and respect of stakeholders
- Strong analytical and critical thinking skills
- Successful track record in fund development and grant writing
- Experience in organizational budgeting and management
- Ability to exercise judgement in a fast-paced environment
- Strong project management skills
- Excellent attention to detail
- Ability to exercise independent judgment and discretion in a fast-paced environment
- Excellent interpersonal and communication skills (written and oral)
- Excellent computer skills

CORE COMPETENCIES REQUIRED FOR THIS POSITION

- Mission-Focused: Catalyze others’ commitment to mission to create social change that leads to better lives and healthier communities. This drives performance and professional motivations.
- Relationship-Oriented: Understands people come before process and is astute in cultivating and managing relationships toward a common goal.
- Collaborator: understands the roles and contributions of all sectors of the community and can mobilize resources (financial and human) through meaningful engagement.
- Results-Driven: Dedicated to shared and measurable goals for the common good; creating, resourcing, scaling, and leveraging strategies and innovations for broad investment and impact.
- Brand Steward: Steward of the brand and understands the role of growing and protecting the reputation and results of the greater network.
- Visionary: Confronts the complex realities of the environment and simultaneously maintains faith in a better future, providing purpose, direction, and motivation.
• **Team-Builder:** First ensures the right people are in the right roles at the right times; fostering commitment, trust, and collaboration among multi-cultural leaders and stakeholders.

• **Outward Turning:** Understands the dynamics of local, regional, and national environments, and works on an agenda rooted in the community’s own perception of its needs and aspirations.

• **Business Acumen:** Possesses a high-level of broad business and management skills and is effective at generating financial support for the organization.

• **Network-Oriented:** Values the power of networks; striving to increase Amplify’s breadth of community presence, relationships, and strategy.

**DESIRED QUALIFICATIONS**

- Masters degree, preferably a MPH, MBA, Educational Leadership, or Management
- Minimum of 5 years management experience preferred, non-profit management is a plus

**COMPENSATION**

We offer a competitive salary and benefits package commensurate with experience and education. Salary is competitive with other non-profits in Oklahoma with similar budget and executive responsibilities.

To apply please submit cover letter, resume, and three references (attn: Lise Inman) to info@amplifytulsa.org. No calls to organization please.

Amplify is an equal opportunity employer. We encourage people of color, women, LGBTQ+ folks, people with disabilities, and immigrants to apply for open positions. We do not discriminate based on race, color, religion, gender, gender identity, sexual orientation, disability, national origin, age, martial, and/or veteran status or any other characteristic or activity protected by federal, state, or local law.