

Executive Director, Broken Arrow Neighbors

The Executive Director of Broken Arrow Neighbors, a 501(c)(3), reports directly to the Board of Directors. The Executive Director provides leadership, presence and vision of the organization to the staff, volunteers, supporters, community and clients.

A summary of responsibilities includes administration and oversight of day to day operations; accountability for the fiscal integrity and financial management of the organization; maintain current sources of funding and identifying and securing additional resources; responsible for overall leadership of the Board of Directors; serve as the main liaison with other organizations, contributors and community partners; oversee all organization communications/social media/branding; oversee payroll/benefit administration; demonstrated skills in managing/supervising/motivating agency staff. The candidate will possess demonstrated excellence in organizational, managerial and communication skills, including written and public speaking platforms. It is preferred the candidate will have a minimum of 3 years of comprehensive fundraising and grant writing experience; management in a not-for-profit organization with leadership in philanthropic education.

The Executive Director of Broken Arrow Neighbors will be a person of integrity, credibility, honesty, strength of character, energetic and demonstrate a passion for the organization's mission.

BS or BA from an accredited college

Available for evening and weekend work as required.

Salary commensurate with experience.

Email resume and cover letter by September 13, 2019 to:
BoardPresident@baneighbors.org

Mail resume and cover letter by September 13, 2019 to:
Jeff VanDolah, Board President
Broken Arrow Neighbors
315 West College
BA, OK 74012