



Oklahomans for Equality

The following position is currently available: Executive Director

ABOUT OKEQ:

For 45 years, Oklahomans for Equality (OkEq) has been serving the 2SLGBTQIA+ community in securing equal rights and a sense of safety and well-being. OkEq owns and operates the Dennis R. Neill Equality Center. The Center is a fully owned, unencumbered, 18,000-square-foot community center in Tulsa, Oklahoma. OkEq offers programming directly and through partnerships, including a robust schedule of support groups, physical and mental health services, educational programs, as well as arts and cultural programming offered in purpose-built spaces. OkEq is a leading advocacy resource for Oklahoma's 2SLGBTQIA+ community and plans and operates the annual Tulsa Pride Festival. It currently has a budget of over \$1 million and 5 full-time staff as well as a number of contractors, several part-time staff, and many volunteers. OkEq is a proud member of CenterLink.

MISSION:

Oklahomans for Equality seeks equal rights for 2SLGBTQIA+ individuals and families through intersectional advocacy, education, programs, alliances, and the operation of the Dennis R. Neill Equality Center.

JOB PURPOSE:

The Executive Director is a visionary and strategic leader who will embrace and strengthen the organization's mission and impact. They will provide overall direction of OkEq and its activities, finances, funding, and will ensure that programs and services maintain the highest quality while responding to the changing needs of the 2SLGBTQIA+ community in Tulsa and beyond. The Executive Director must be able to strategically manage a complex network of human and financial resources while working closely with the board and executive committee to ensure that the center is fiscally and administratively sound. They should understand the unique strengths and challenges of the Center, what distinguishes it from other community organizations, and create operational plans that will implement the goals and strategies of the recently approved strategic plan.

The Executive Director will represent OkEq's interests and build trust in a professional, welcoming, and strategic manner with all stakeholders, community partners, staff, volunteers, funders, regional leaders, and the community at large. They will report to the board of directors.

KEY OBJECTIVES:

- Build and sustain an effective staff team.
- Build and rebuild community relationships, establishing a culture of trust, accountability and transparency.
- Develop strategies to increase organizational effectiveness and improve overall governance and operations.
- Expand programs and partnerships to improve services and outreach.
- Grow and develop fundraising and financial resources to sustain and grow the organization impact.
- Partner with organization trustees to refresh and reimagine the Center to better serve today's community.

SKILLS AND KNOWLEDGE:

- Bachelor's Degree (Master's Degree preferred)
- 5+ years of proven success in executive leadership roles (nonprofit experience preferred)
- Knowledge of and familiarity with 2SLGBTQIA+ community issues
- Skilled in navigating cultural sensitivities and intersectional nuance while elevating the needs of people with marginalized identities.
- Excellent organizational and interpersonal skills
- Excellent internal and external communication skills for engaging various diverse audiences
- Track record of skillful collaboration and building partnerships
- Track record of successful fundraising
- Business acumen and experience managing budgets and reading financial reports (experience with nonprofit administration and governance a plus)
- Exercises extensive initiative and good judgment
- Political advocacy and policy experience a plus

PRINCIPLE ACTIVITIES AND ESSENTIAL FUNCTIONS:

Strategic Vision and Leadership

- Develops, with the board, the operational and business plans to support the mission, vision, and newly adopted strategic plan.
- Champions OkEq's mission and commitment to diversity, equity, and inclusion.
- Provides leadership in developing strategies to keep the programs vibrant and responsive to changing community and regional needs.
- Fosters shared leadership, inclusive decision-making, and positive relationships between the board, staff, volunteers, and other stakeholders.
- Monitors local, state, and national trends related to 2SLGBTQIA+ issues, legislation, policies, and needs.

Management and Administration

- Leads, manages, and develops staff. Works with HR contractor to implement personnel policies as approved by the board in a fair and equitable manner.
- Ensures implementation of all board policies and nonprofit best practices.
- Assures compliance with applicable laws and regulations.

Financial Planning and Oversight

- Develops and manages the annual operating plan and budget consistent with board objectives and organization bylaws.
- Provides financial oversight and ensures robust internal financial controls.
- Advises the board and finance committee on financial needs and investment opportunities.
- Tracks trends in earned and contributed revenue and suggests opportunities to grow revenue and reduce expenses.

Resource Development and Community Relations

- Represents OkEq in the community and media.
- Maintains relationships with a variety of civic, business, government, and community leaders who

- are vital to the success of the organization.
- Develops and implements annual and multi-year fundraising plans to ensure robust contributed income to sustain organization objectives.
 - Develops and oversees philanthropic relationships, grant opportunities, and major fundraising campaigns.
 - Serves as a spokesperson for 2SLGBTQIA+ issues in our community and actively engages in local and statewide advocacy efforts.

Board and Volunteer Engagement

- Builds and maintains effective relationships with the Board of Directors
- Keeps the board informed of organization activities, progress, and priorities.
- Serves as a resource for board governance and development.
- Cultivates, recruits, and motivates board members, committee members, and volunteers.
- Fosters a positive organizational culture that attracts and retains volunteers.
- Advises and supports activities of board committees.

COMPENSATION & BENEFITS:

Salaried, Exempt: \$90,000 - \$115,000 based on experience. Also: paid holidays, paid time off, health insurance

Equal Opportunity and Non-Discrimination Statement

In order to provide equal employment and advancement opportunities and advancement to all individuals, employment decisions at Oklahomans for Equality will be based on merit, qualifications, and abilities. Oklahomans for Equality does not discriminate in employment opportunities or practices on the basis of race, ethnicity, marital status, veteran status, color, religion, sex, gender identity, national origin, age, disability, sexual orientation, or any other characteristic protected by law.