



## Job Description – Executive Director

Job Title: ReMerge Executive Director  
Reports to: ReMerge Board of Directors  
Status: Full time, Exempt  
Date: March 2020

### **Summary:**

The ReMerge Executive Director (ED) will report to the Board of Directors (Board) of ReMerge of Oklahoma County, Inc. (ReMerge) and is responsible for providing consistent leadership, management and administration of the overall successful operation of the agency. The ED will implement and enforce the policies established by the Board and other duties as may be required. The ED will further the mission of the agency, while cultivating collaborative Board, agency, donor, and community relationships. The ED will work to maintain professional integrity, exemplifying and promoting the mission, vision and values of the organization, as follows:

- **Mission** – *to restore mothers and families through a comprehensive diversion program of treatment, recovery, and hope.*
- **Vision** – *intergenerational cycles of incarceration, addiction, and poverty no longer exist.*
- **Core Values** – Courage (*we celebrate the courage and vulnerability it takes for those involved in the criminal justice system to share personal stories of trials and triumph, seek new opportunities, and create a bright future*); Community (*with the support from our community of partners, donors, volunteers and staff, we provide individualized, wrap-around care. As a result, we build a resilient and engaged community of women*).

### **The Primary Duties Include the Following:**

This position requires the ability to work with a wide variety of individuals and organizations, including judges, the District Attorney, the Public Defender, law enforcement, social work and drug treatment professionals, current and potential funders and government officials. The ED is expected to be sensitive to our participants' cultural and socioeconomic characteristics and to perform at ReMerge's standard of excellence at all times. This position also requires the ability to work independently, to study and internalize various reports, the ability to articulate these reports, and the ability to manage the organizational details of this program.

### **Duties and Responsibilities of this Position:**

- Provides all direction and oversight for the program.
- Works with the courts, district attorney's office, and public defender's office.
- Raises funds for the ongoing operations of the agency from individuals, corporations, foundations, public sources and from grants.
- Monitors and reports to the ReMerge Board of Directors the progress of the agency, and any challenges encountered regarding the agency.
- Ensures fiscal integrity and management including oversight of all financial matters, budget and financial statement preparation, sound financial controls are in place and enforced, and risk management activities.
- Serves as public spokesperson for the organization, including making presentations and speeches.
- Collaborate with the Board to refine and implement strategic planning and recommend timelines and resources needed to achieve strategic goals



- Ensures that Board communications and interactions are timely, accurate and transparent and shall contain sufficient information to measure successes and enable credible financial planning, assumptions and ensure open communication about the measurement of financial, programmatic and impact performance against stated outcomes and goals.
- Is current and knowledgeable on emerging trends and developments that can affect the agency and its mission.
- Provide leadership and direction to staff; work to recruit, develop and retain high performance team; provide staff an employment experience in a coaching environment that supports, growth, individual integrity, life-long learning and career satisfaction.
- Oversight and maintenance of up-to-date personnel policies that clarify personnel rules for staff and provide for effective decision-making processes.
- It is imperative that this position maintain strict confidentiality with records and other information that may be assigned.

**Education and Experience Required:**

Bachelor's Degree from an accredited college or university. A Master's Degree is preferred.

**Experience Required:**

Nonprofit experience preferred; experience collaborating and working with a variety of community partners; experience and/or knowledge of addiction and recovery, social services, criminal justice system, and/or justice reinvestment initiative preferred. Fundraising, resource development, and grant writing experience required. Willingness to learn new skills, flexibility and comfort with ambiguity.

**Knowledge, Skills and Abilities Required:**

A minimum of ten years of experience in the following:

- Demonstrated experience in organizational and administrative management
- Significant Board development, fundraising, marketing/branding and fiscal management experience a must
- A financially savvy and politically astute leader with the ability to set clear priorities, delegate, and guide investments in people and systems; keen analytic, organizational and problem-solving skills which support and enable sound decision making
- Successful experience in working in a senior management position for a non-profit, faith-based or governmental agency providing counseling, drug treatment or criminal justice services
- A good working knowledge of the Central Oklahoma area.
- A thorough understanding of the theory and practice of collaborative leadership, and experience in complex collaborative initiatives; excellent coalition building skills with the ability to communicate and work effectively with a variety of internal and external stakeholders; a persuasive negotiator able to achieve consensus amongst differing opinions
- Excellent verbal, interpersonal, writing and communication skills; outstanding presentation and communications skills and the experience and proclivity to be an outgoing spokesperson, relationship builder and fundraiser
- Strong commitment to the professional development of staff; successful track record of recruiting and retaining a diverse team
- Knowledge of recovery models of addiction and criminogenic behavior
- Ability to work in a fast-paced environment and ability to prioritize tasks and duties for self and others
- Ability to work in a variety of settings with culturally diverse individuals with the ability to be culturally sensitive and appropriate.



- A current driver's license, provide own transportation and insurance on motor vehicle in accordance with state law and agency requirements.

**Computer Equipment and Software Requirements:**

- Cell phone and data package is required for this position. Data package must be available as needed for work purposes.
- Intermediate computer and internet skills with knowledge of software programs including but no limited to Windows and Microsoft Office products

**Decision Making Authority:**

The Executive Director reports to the ReMerge Board of Directors. Very little day to day supervision or oversight is expected.

**Physical Requirements and Work Environment**

Must be willing to work flexible hours, including weekends, and do some overnight travel. While performing the duties of this job, must be able to sit over long periods of time and be able to talk, hear, sit, stand, walk, use hands to finger, handle or feel objects, tools, or controls; reach with hands and arms; and stoop, kneel, crouch, or crawl and lift and or move items of up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus. Must have excellent command of English language and grammar, both verbal and written. Must be able to manually operate and use a computer. Must be able to clearly hear and understand telephone conversation.

The employee will work in a smoke-free office surrounding; noise level is quiet to moderate.

Interested applicants should email their resume to Bettye Taylor at [Bettye.Taylor@ExpressPros.com](mailto:Bettye.Taylor@ExpressPros.com) no later than March 20<sup>th</sup>.