

	<b>Job Title:</b> <b>Managing Director</b>	<b>FLSA Status:</b> <b>Exempt</b>
	<b>Reports to: Board President and President Elect</b>	<b>Schedule:</b> <b>Full Time</b>
	<b>Supervises: JLOC staff</b>	<b>Department: Executive Management</b>

## SUMMARY

The Junior League of Oklahoma City, Oklahoma, Incorporated (“JLOC”), is an organization of women committed to promoting voluntarism, developing the potential of women, and improving the community through the effective action and leadership of trained volunteers. Its purpose is exclusively educational and charitable. JLOC reaches out to women of all races, religions and national origins who demonstrate an interest in and a commitment to voluntarism.

**The Junior League of Oklahoma City, Inc. (JLOC)** is seeking a **Managing Director** to manage the overall operations, development, and performance for JLOC in accordance with policies and goals established by the Board of Directors.

The Managing Director is responsible for: providing consistent leadership; cooperative efforts in conjunction with Board members and other volunteers to implement JLOC’s strategic and operational goals in order to fulfill its mission and vision. The Managing Director will: serve as a role model of best management practices and decision making; demonstrate a collaborative leadership style; empower volunteers to achieve their highest potential; and will possess a strong sense of integrity. The Managing Director will combine strategic thinking with operational proficiencies.

## Responsibilities

### Management

- Lead day-to-day continuity of management for JLOC including: opening and closing of the office; ordering equipment and supplies; and disseminating general information to members and general public through phone, email, mail, or in person communication.
- Collaborate with the Board to develop, implement, and accomplish goals, growth strategies, and initiatives in a timely and cost-effective manner.
- Review and communicate regularly with the Board regarding JLOC’s productivity, efficiency, quality of service and deployment of resources.
- Partner in development of Junior League members to achieve their highest potential and into exceptional volunteer fundraisers.
- Achieve quality standards in the provision of educational and charitable programs.
- Manage and maintain membership database through online vendor.
- Assist in streamlined transition of JLOC leadership ensuring that processes are documented and easily referenced.
- Responsible for the organization and updates of all legal, tax, and insurance needs for JLOC headquarters.
- Attend, contribute, and help coordinate JLOC Advisory Council meetings.
- Point of Contact for any and all construction needs assigned the Board of Directors and Headquarters Committee.
- Supports and or coordinates supervision of JLOC property and physical investment, and payments in conjunction with the President, Administrative Vice President, Financial VP and Headquarters Chair.
- Coordinates security needs of JLOC properties and manages any emergencies that arise.

## **Management (continued)**

- Maintain an evergreen list of needed capital improvements recommending priority of tasks.
- Sustain a mindset for continuous improvement.
- Accountable for taking appropriate action where warranted.
- Performance of additional duties and acceptance of other responsibilities may be assigned.

## **Development**

- Serves as main point person to JLOC donors and assists Fundraising Council with donor stewardship activities.
- Direct accountability for: measurement and results of financial performance; development/fund-raising strategies; accurate database entries and timely donor acknowledgement; tracking with progress of grants received; and swift reporting to all funding sources.
- Team with President, President Elect, and current and incoming Vice Presidents of Fundraising on goals for the year that are aligned with the budget and strategic plan.
- Support of JLOC's signature fundraiser events throughout the year. (i.e. Mistletoe Market, Speaker in the City, annual campaign, book sales, ad sales, miscellaneous third-party fundraising events, etc.)
- Provide strong support to meet stated fundraising goals.
- Skilled at research of prospects and coordination of strategies with the Financial Development chair for major gifts, grants, planned gifts and corporate sponsorships.

This job may change at any time for any or no reason, as deemed necessary by JLOC.

## **Education, Expertise, and Experience Required**

- Bachelor's Degree or equivalent work experience preferred.
- 2–3 years of experience, including but not limited to; experience in non-profit management, fiscal management, fundraising, volunteer management, and/or human resources.
- Must be able to lead, motivate, and interact positively with a diverse membership base, creating a good working atmosphere.
- Entrepreneurial spirit towards business, service, action, and innovation.
- Self-initiator with ability to: work independently or as a supportive team member; manage multiple tasks, projects, and priorities with flexibility and adaptability; demonstrate organization and high attention to details; meet deadlines; achieve goals; and willingness to attend occasional night meeting or weekend event.
- High level of integrity, ethical standards, and dependability with a strong bias towards results-orientation, transparency, and trustworthiness.
- Exceptional written and oral communication, client management, and relationship building skills.
- Excellent demonstration of internal and external customer service.
- Resourceful and creative problem solving and conflict resolution capabilities.
- Strong preference for expertise in: fundraising trends and best practices; donor solicitation; and development event experience all to achieve or exceed ambitious fundraising goals.
- Proficient in database management and Microsoft Office Applications.
- Team-oriented, process review and improvement minded with business acumen regarding JLOC endeavors.
- Builds trust, credibility, and respect for individuals and for JLOC.
- Increases self-respect and moral of JLOC staff and members.
- Prevalent optimistic and positive attitude.
- Willingness and desire to maintain a flexible and extensive schedule.

## **EEO STATEMENT**

The Junior League of Oklahoma City, Oklahoma, Inc. does not discriminate on the basis of race, color, religion, age, disability, national origin, or any other characteristic protected by state, federal, or local law in any of its policies, practices, or procedures.

### **How to Apply:**

Submit a cover letter, resume and three professional references by email to [president@jloc.org](mailto:president@jloc.org). Only those persons meeting the minimum requirements and qualifications will be considered. Not all applicants will be interviewed.