



Oklahoma Baptist Homes for Children (OBHC) is the largest provider of private, not-for-profit, residential childcare in the state, serving more than 200 at-risk youth and families at four campus locations. Additionally, six Hope Pregnancy Centers (HPC) offer caring, non-judgmental support to those who find themselves in an unplanned pregnancy.

**OBHC Mission Statement:** The mission of Oklahoma Baptist Homes for Children is to demonstrate God's love by providing hope through empowering children and their families to follow Christ.

**Statement of Faith:** Oklahoma Baptist Homes for Children declares the Bible as the foundation for its faith and practice, and affirms as its confession of faith, the Baptist Faith and Message, as revised and adopted in 2000 by the Southern Baptist Convention.

---

## Executive Assistant to the Vice President of Development

**Job Description Summary:** The Executive Assistant to the Vice President of Development will supervise and implement the donor cultivation system used to foster gifts for OBHC. The Executive Assistant will be responsible for the performance of their duties and will be appraised by the implementation, consistency, quality and performance of their assigned duties toward empowering children and families to follow Christ. He or she will also be responsible for coordinating schedules and events, assist in organizing and scheduling performance appraisals for supervised staff, keep accurate documentation, encourage and support the development representatives, manage the development representative related multi-faceted system, facilitate information flow between staff and ministry partners, as well as prepare reports and special lists for development representatives.

This non-exempt position is full-time, and the employee will receive a salary based on those hours. Oklahoma Baptist Homes for Children offers full-time personnel a compensation package which includes health insurance, life insurance, retirement and much more. The Executive Assistant is under the, and responsible to, supervision of the Vice President of Development and supervises the First Impressions Stewardship Associate.

**Location:** Corporate Office, Oklahoma City

**Requirements:** *"For an overseer, as God's steward, must be above reproach."* Titus 1:7a, *ESV*

1. Profess that Jesus Christ is Lord and that Jesus is only one true God, acknowledging that there is no salvation from sins apart from Jesus' death, burial and resurrection (Jn. 14:6).
2. Believe the Bible is the inspired and inerrant Word of God (2 Tim. 3:16).
3. Mature, Christian person that is actively involved in a Southern Baptist church. (Heb. 10:25).

4. Believe and follow the 2000 Baptist Faith and Message as summarized in the OBHC Statement of Belief.
5. A firm commitment to the sanctity of human life (Ps. 139:13, 14) and biblical sexual purity in all circumstances (1 Cor. 7).
6. Concern for God's kingdom (Mt. 6:33), love for those served (Mt. 22:37-39) and a calling to OBHC (Ps. 90:16, 17).

**Educational and Experience Requirements:** *“Do you see a man skillful in his work? He will stand before kings; he will not stand before obscure men.” Proverbs 22:29, ESV*

1. College experience preferred.
2. Five or more years of organizational and administrative experience required.
3. Proficient in Microsoft Office and Office 365 including SharePoint, Teams and One Note.

**Responsibilities:** *“And whatever you do, in word or deed, do everything in the name of the Lord Jesus, giving thanks to God the Father through Him.” Colossians 3:17, ESV*

1. Assists in timely management of all communications with a variety of people.
2. Compose agendas, presentations, letters and statements as well as monitor follow-up on distributions that require responses.
3. Assist, or work independently, in gathering, analyzing data and assembling it appropriately for future use.
4. Works with the Vice President of Development in keeping accurate and complete documentation of each employee's progress, strengths, weaknesses and responses to remedial and actions plans.
5. Assists with scheduling appointments and managing correspondence for the Vice President of Development.
6. Responsible for heavy calendar management which may require interaction with internal and external executives, assistants and consultants.
7. Encourages and supports the development staff and manages the multi-faceted system related to development expenses and other reports.
8. Facilitates the flow of information both within staff and leadership as well as from staff to ministry partners of OBHC.
9. Prepares trustee development committee materials for quarterly Board of Trustee meetings.
10. Acts as a representative for the Vice President of Development in scheduling periodic travel.
11. Exhibits fiscal responsibility (Prov. 21:20).
12. Oversees processing of department expense reports.
13. Maintains data and files as assigned.
14. Be able to meet all the qualifications and expectations as outlined in *OBHC Policies* section (VI, K) unless otherwise specified by the qualifications listed in this job description (Prov. 18:9).
15. Maintains a high degree of professionalism, initiative and independence. Act as a “problem solver” and implement solutions.

16. Occasional lifting and transporting equipment or materials weighing less than 25lbs. should be anticipated. Requires extended times of sitting, as well as bending and stooping.

**Overtime:** This position is entitled to overtime (exceeding 40 hours in one work week) pay through the Fair Labor Standards Act. In the event the employee qualifies for overtime, he or she must have overtime hours approved by his or her supervisor before working those hours. Overtime hours will be submitted after the supervisor's approval.