



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.

OKC Campus Administrator

Job Description Summary: The Campus Administrator will be responsible for the performance of his or her duties and will be appraised by implementation, consistency, quality and performance of his or her assigned duties toward empowering children and their families to follow Christ.

This position is a full-time exempt position. Oklahoma Baptist Homes for Children offers a competitive salary and, for full-time personnel, a compensation package which includes health insurance, life insurance, retirement and much more. The Campus Administrator is required to live on campus in order to share responsibilities with Assistant Administrator for 24-hour emergency coverage.

In accordance with Oklahoma Medical Marijuana and Patient Protection Act, this job is designated as safety-sensitive because of its requirement of ‘*the operation of a motor vehicle, other vehicle, equipment, machinery or power tools*’ as well as ‘*direct patient care or direct childcare*’ and is therefore exempt from the anti-discrimination prohibitions of the Oklahoma Medical Marijuana Act.

Location: Oklahoma City Campus, OK

Reports to: The Campus Administrator reports to the Vice President of Programs.

Supervises: The Campus Administrator has direct supervision of administrative staff, operational staff and the Assistant Administrator.

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

1. Professes 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. Believes 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. Believes 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 Minimal 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. Bachelor's degree from an accredited college or university and three years of experience in family ministry/services.
2. Experience leading people within a ministry context.
3. Excellent communication and fundraising skills.

We are a religious employer and we reserve the right to hire based upon religious preference pursuant to Section 702 of Title VII Civil Rights Act 1964.

Job Responsibilities: *“Whatever you do, work heartily, as for the Lord and not for men” Colossians 3:23, ESV*

- 1. Responsible for Leading the Campus in a Christ-Like Manner.** *“Moreover, look for able men from all the people, men who fear God, who are trustworthy and hate a bribe, and place such men over the people as chiefs of thousands, of hundreds, of fifties, and of tens.” Exodus 18:21, ESV*
 - A. With a commitment to building one another up, directs the Assistant Administrator in the supervision, encouragement and support of the direct care staff and social services staff (1 Thess. 5:11).
 - B. Supervises, encourages and supports the clerical, administrative, support staff and other employees of the campus in a spirit of service (1 Pet. 4:8-10).
 - C. Responsible for Christ honoring financial campus management and supervision of the budgetary review, development and implementation process (Lk. 16:10-12).
 - D. Responsible for Christ-like representation of the interests, goals and programs of Oklahoma Baptist Homes for Children to individuals, the community, local churches and supportive institutions in the state, recognizing opportunities to be Christ's ambassador in all things (2 Cor. 5:20).

- E. Acting as a steward of God’s determined boundaries, supervises the overall implementation of the Children’s Hope ministry on the campus according to Scripture, OBHC policies and procedures, Health and Fire Marshall requirements (Acts. 17:26).
- F. Recognizing that God is the One that gives everything, coordinates and schedules maintenance, repair, and replacement of all campus related equipment and facilities in a timely and responsible manner (Acts 17:25).
- G. Knowing that even Jesus “increased in wisdom,” supervises, coordinates and implements appropriate staff orientation, training and skills development for the direct care, social services, clerical, support, volunteer and all other campus related staff (Lk 2:52, HCSB).
- H. Supervises, coordinates and implements all campus services, programs, projects, events and activities, committing each plan to the Lord (Prov. 16:3).
- I. Assists the President, Vice President and Administrative Team in the overall coordination and implementation of the entire program and services of OBHC and the development and implementation of campus procedures and best practices.
- J. Knowing that plans only succeed with many advisors, be responsible for an annual presentation of the development and review of a Campus Master Plan (Prov. 15:22).

2. Maintains Godly Campus Oversight of Employee Management Process. *“Choose for your tribes wise, understanding, and experienced men, and I will appoint them as your heads.” Deuteronomy 1:13, ESV*

- A. Working closely with the OBHC HR department, wisely directs the campus employee recruitment process and supervises the interviewing and hiring of clerical, administrative and support staff positions (Prov. 18:15).
- B. Wisely directs the Assistant Administrator to provide prospective employees with organizational information, job descriptions, applications, arrangement of interview opportunities, campus visits and tours, participation in on-campus interviews and makes the final, campus recommendation of employment for prospective applicants (Jas. 3:17).
- C. Responsible to regularly evaluate the performance of supervised staff, working with each to set goals for personal, professional and spiritual growth. When necessary, implements an improvement plan to help staff members meet expectations, remembering the tendency for all people to fall to sin without accountability (Col. 2:8).
- D. Knowing Jesus’ example of steadfast, completes work, supervises the accurate and complete maintenance of employee files (Jn. 19:30).
- E. When appropriate, initiates and implements the termination process for employees as circumstances warrant in accordance with Scripture and the policies and procedures of OBHC, remembering to finish the race well with each employee (Acts 20:24).
- F. Encourages the overall campus staff by providing Christ-centered (1 Thess. 5:11):
 - i. Spiritual growth and development opportunities.
 - ii. Job skills development and enhancement training.
 - iii. Personal and family counseling when appropriate.
 - iv. Incentives and bonus when appropriate to encourage tenure and a challenging work environment.

- G. Humbly provides direction to the Assistant Administrator concerning the direct care staff, which includes assistance in evaluation and staff development (Prov. 3:27).
 - H. Encourages the campus staff with direct personal contact, counseling, timely communication, and commitment to excellence, seeing God’s love for each staff person and His promise to complete a good work in them (Phil. 1:6).
- 3. Serves on the Major Gifts Development Team.** *“From whom the whole body, joined and held together by every joint with which it is equipped, when each part is working properly, makes the body grow so that it builds itself up in love.” Ephesians 4:16, ESV*
- A. Works collaboratively with the Vice President of Development to create and maintain a detailed plan and calendar in order to achieve major gift milestones, including setting priorities.
 - B. Works with the Stewardship Team to screen, research and prepare profiles of current and prospective donors.
 - C. Develops solicitation strategies for donors / prospects in support of the organization’s annual fund, planned giving and growth campaigns; ensure strategies are compatible and maximize opportunities with other existing events and appeals.
 - D. Communicates with new and existing major donors through face-to-face cultivation, solicitation and stewardship meetings, and written strategies; ensuring that each major donor and prospect has a clear strategy and timeline for cultivation, solicitation and stewardship.
 - E. Works with the Engagement Team to strategize and help execute public relations and cultivation events for major donors and prospects. Find ways to include them in ministry annual and special events, as appropriate.
 - F. With the assistance of the Engagement Team, creates and produces materials for public relations events and major donor use. Manages the creation and production of all campaign materials, including (but not limited to) letters, emails, and prospectuses. Ensures proper donor recognition in all publications and oversee accurate donor lists for those publications.
 - G. Working with the Planned Giving Specialist, develops a strategy for outreach to and stewardship of planned giving prospects and donors.
 - H. Coordinates all designated gifts with Vice President of Development.
 - I. Involves Vice President of Development and/or OBHC President with donors who have potential for larger gifts.
 - J. Maintains a portfolio of mid-level and major donors for campus:
 - i. Reports all interactions to the VP of Development
 - ii. Records actions in Raisers Edge NXT
 - K. Creates a campus ‘Circle of Friends’ to advise and engage members in their areas of influence to campus related activities and fundraising.
 - L. Creates a donor appreciation program/strategy for campus donors.
 - M. Travels to speak on behalf of OBHC and campus.
 - N. Meets regularly with Major Gifts Team to strategize and evaluate development efforts.

- O. Participates in the Sr. Development Team meetings.
- P. Knowing that plans only succeed with many advisors, be responsible for an annual presentation of development and review of a Campus Master Plan (Prov. 15:22).

4. Exercises Wise and Prudent Stewardship of the Campus Finances and Campus Budget. *“One who is faithful in a very little is also faithful in much, and one who is dishonest in a very little is also dishonest in much. If then you have not been faithful in the unrighteous wealth, who will entrust to you the true riches. And if you have not been faithful in that which is another's, who will give you that which is your own?” Luke 16:10-12, ESV*

- A. Supervises the development and presentation of an annual campus budget, honoring God with each decision (Prov. 3:9).
- B. Acting sensibly, implements and reviews the current budget expenditures and incomes and requests adjustments in the approved yearly campus budget as necessary to meet specific requirements (Prov. 13:16).
- C. Remembering that everything belongs to the Lord, reviews all monthly expenditures for appropriateness and staff spending records and charges for adherence to organizational procedures and policies (Hag. 2:8).
- D. Reviews all monthly petty cash and activity fund usage, avoiding foolish expenditures (Prov. 21:20).
- E. With integrity, reviews all income to general and supplemental accounts and supervises all supplemental or designated expenditures for accountability and intent of donors (Prov. 19:1).
- F. When appropriate and feasible, prayerfully solicit bids and estimates for construction, repairs, maintenance and other campus projects (Phil. 4:6).
- G. Ensures that all campus financial transactions, donations and expenditures are documented properly and completely, ensuring trustworthy stewardship (1 Cor. 4:2).

5. Represents the Interests, Goals, and Programs of Oklahoma Baptist Homes for Children, Ultimately Representing Christ. *“For we are the aroma of Christ to God among those who are being saved and among those who are perishing,” 2 Corinthians 2:15, ESV*

- A. Flexibility with both schedule and people is vital.
- B. Represents the programs and services of OBHC as often as opportunities afford to local churches, civic clubs and other interested institutions, agencies and individuals being careful act in a Christ-like manner (2 Tim. 2:15).
- C. Be active in community and civic events and organizations as time and circumstances permit, acting as the salt of the earth in the community (Mt. 5:13).
- D. Acts as a community resource for family issues and concerns (Mt. 5:14).
- E. Responsible to inform the public in regard to the resources, programs and needs of the campus (Mt. 7:7-8).
- F. Specific tasks may include but are not limited to assisting with existing events, asking for donations, seeking new prospects, coordinating fundraising dinners, planning giving dinners, or events, developing an ongoing relationship with

donors, coordinating records and strategy for major donors and coordinating campaign dinners in the region assigned.

- 6. Supervises, Coordinates and Schedules Maintenance, Repair and Replace of All Campus Equipment and Facilities.** *“Know well the condition of your flocks, and give attention to your herds, for riches do not last forever; and does a crown endure to all generations?” Proverbs 27:23-24, ESV*
 - A. Works with the Vice President of Programs and administrative team to establish replacement schedules for vehicles and equipment, being a good steward of equipment and the safety of children/staff.
 - B. Works with the Vice President of Programs to establish remodeling and/or renovation schedules for all campus buildings, being a good steward of buildings and those dwelling in them.
 - C. Directly supervises the campus maintenance team in developing and implementing a maintenance procedure for the timely and appropriate response to requests for repairs, replacement and maintenance of all facilities, equipment and vehicles.
 - D. Develops short- and long-term plans for acquisition of necessary equipment, tools and implements to complement existing and future programs and projects, displaying good stewardship throughout the life of each campus possession.
 - E. Responsible for the overall aesthetics of the campus, stewarding well what the Lord has generously provided.

- 7. Coordinate and Implement Appropriate Staff Training.** *“Have nothing to do with irreverent and silly myths. Rather, train yourself for godliness” 1 Timothy 4:7, ESV*
 - A. Using the Lord’s wisdom, directs the coordination and implementation of the employee orientation and development process (Prov. 2:6).
 - B. Directs the coordination of the Bible study, devotional and prayer times for the staff (Jn. 15:4).
 - C. Works closely with the Assistant Administrator to plan and implement staff meetings and other staff related activities, leading like Christ did with a servant’s heart (Phil. 2:3-5).
 - D. Assesses the campus training program for effectiveness and refinement of curriculum, training opportunities and objectives, knowing the importance of impactful training (Lk. 2:52).
 - E. Coordinates the orientation and training for volunteers (Prov. 4:1-13).

- 8. Responsible for the Direction of All Campus Events and Activities with Humility.** *“So whatever you wish that others would do to you, do also to them for this is the Law and the Prophets.” Matthew 7:12, ESV*
 - A. Oversees the coordination of the campus master calendar and monthly published calendar of activities, planning according to the Lord’s leadership (Prov. 16:9).
 - B. With humility and wisdom, directs the supervision and coordination of all activities, both on and off campus (Jas. 3:13).

9. Responsible for Reporting to Proper Authority with Christ-Like Submission. *“Let every person be subject to the governing authorities. For there is no authority except from God, and those that exist have been instituted by God.” Romans 13:1, ESV*

- A. In a spirit of humility, the Campus Administrator is responsible to and under the supervision of the Vice President of Programs of Oklahoma Baptist Homes for Children for the general operation of the campus, cottages, facilities, basic child-care programs and other activities and projects (Prov. 25:6).
- B. In the absence of the Vice President of Programs of OBHC, the Administrator is responsible to the President of OBHC or his designee, for pertinent information concerning general campus operations, serious incidents and other factors and circumstances that involve the safety and well-being of the staff and children in care (Titus 3:1).

10. Demonstrates Christ-like Interpersonal Skills. *“Only let your manner of life be worthy of the gospel of Christ, so that whether I come and see you or am absent, I may hear of you that you are standing firm in one spirit, with one mind striving side by side for the faith that comes from the gospel” Philippians 1:27, ESV*

- G. Models Christ-like behavior in word and deed in relationships with staff, donors, trustees, volunteers, men, women, children and families (1 Tim. 4:12).
- H. Responsible for exercising Christ-like confrontational skills, motivated with a humble heart that recognizes one’s own sin and treasures relationships as the context for biblical ministry (Mt. 18:15-17).
- I. Recognizes and responds humbly to the differences in learning and communication styles, as well as cultural and philosophical perspectives of residents, families and staff (Gal. 3:28).
- J. Demonstrates biblical conflict resolution skills with residents, staff and family members, beginning with confession of personal responsibility in the conflict being addressed (1 Jn. 1:9).
- K. Actively pursues opportunities for fellowship, friendship and community-building with other staff members, remembering that each staff person is a brother or sister in Christ (Heb. 10:24).
- L. Recognizes the emotional needs, family dynamics and other personal difficulties of the other staff members and respond with love and prayer (Jn. 15:12-14).

11. Honors God’s Provision by Keeping OBHC Property and Vehicles Clean and Well Maintained *“So then each of us will give an account of himself to God.” Romans 14:12 ESV*

- A. Follow campus/office procedures in regard to maintenance, cleanliness and general upkeep of assigned vehicles, treating each item as a gift from the Lord (Jas. 1:17).
- B. Display biblical characteristics of truthfulness and integrity by reporting all damage and accidents to campus/office vehicles as per campus/office procedures to the administration (Prov. 28:18).
- C. Demonstrates and teaches stewardship and ownership on campus/in the office by keeping allotted office space, office equipment, grounds, facilities, buildings and other resources/areas clean and picked up (Gal. 6:4, 5).

- D. Be proficient and use integrity in use of computer and other office equipment (1 Cor. 15:58).

12. Additional 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*

- A. Maintains appropriate attire as dictated by biblical commitment to modesty (1 Tim. 2:9, 10), specific circumstances, activities and office procedures.
- B. Out of respect for the Lord and OBHC, maintains punctuality to office hours as scheduled by assigned supervisor (Phil. 2:3).
- C. Time off for personal needs or requests of any type of leave must be arranged in advance with the immediate supervisor, demonstrating Christ-like respect for authority (1 Pet. 2:17).
- D. Be available to represent OBHC in public meetings as per administrative request or by permission (1 Cor. 14:40).
- E. Seeks proper administrative approval on all VISA and charge accounts when purchasing items needed on the campus/in the office (Rom. 12:10).
- F. Make prayerful and wise financial decisions on purchases approved by administration. For example, purchase items on sale, in proper quantity and only necessary items (Prov. 21:20).
- G. Upon receiving OBHC employee VISA statement, compile all receipts, documentation and information to submit within time designated by supervisor.
- H. Be able to meet all the qualifications and expectations as outlined in *OBHC Policies* section (VI., L, M, pages 10-12) unless otherwise specified by the qualifications listed in this job description (Prov. 18:9).
- I. Completes appropriate tasks as assigned by supervisor (Phil. 4:13).