



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, five 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.

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## **Executive Director, Boys Ranch Town**

**Job Description Summary:** The Executive Director 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.

**Additional Benefits:** This position also includes housing, commissary privileges, vehicle, reimbursement for business use of cell phone, etc.

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:** Boys Ranch Town, Edmond, OK

**Reports to:** The Executive Director reports to the President of OBHC and Vice President of Development.

**Supervises:** The Executive Director oversees all staff and provides daily supervisory leadership to operational staff.

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**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 an active member of 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 Minimal Requirements:** *“Do you see a man skillful in his work? He will stand before kings. He will not before obscure men.” Proverbs 22:29, ESV*

1. Bachelor's degree in a behavioral science or other related area of study from an accredited college or university.
2. Three years of experience in children's services.
3. Proven administrative experience.

We are a religious employer and we reserve the right to hire based upon religion 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 Managing 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, encourages and supports those employed by OBHC (1 Thess. 5:11).
- B. Supervises, encourages and supports the operational staff in a spirit of service (1 Pet. 4:8-10).
- C. Responsible for Christ honoring financial campus management, works with the Campus Administrator for Programs in 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 ambassador in all things (2 Cor. 5:20).

- E. Acting as a steward of God’s determined boundaries, be responsible for the overall implementation of OBHC policies and procedures, DHS, Health and Fire Marshall requirements (Acts. 17:26).
- F. Recognizing that God is the One that gives everything, coordinate and schedule 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,” supervise, coordinate and implement appropriate orientation, training and job skills development for clerical, operational, support, and volunteer staff (Lk 2:52, HCSB).
- H. Coordinates with Campus Administrator for Programs to implement all campus 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 OBHC policies and procedures, knowing the importance of assisting one another in leadership (Ex. 17:12).

**2. Maintain 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. Wisely coordinates with the CAP to implement the campus employee recruitment process and supervises the interviewing and hiring of operational staff positions (Prov. 18:15).
- B. Wisely coordinates with the CAP to provide prospective employees with organizational information, job descriptions, applications, arrangement of interview opportunities, campus visits and tours, as well as participation in on-campus interview (Jas. 3:17).
- C. Directs the implementation of six month, annual and discretionary evaluations for supervised staff. Coordinates with the Campus Administrator for Program in the development of remedial plans, action plans, goals and identification of strengths for employees, remembering the tendency for all people to fall to sin without accountability (Col. 2:8).
- D. Identifies supervised employees’ areas of weakness, strengths and level of overall competency in order to determine merit adjustments as appropriate, remembering the importance of treating laborers kindly (Jas. 5:4).
- E. Knowing Jesus’ example of steadfast, complete work, supervise the accurate and complete documentation of supervised employees’ progress, strengths and weaknesses, and responses to remedial and action plans (Jn. 19:30).
- F. When appropriate, initiate and implement the termination process for supervised 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).
- G. Encourages the overall campus staff by assisting the CAP in 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.

- H. Supervise the clerical, administrative and support staff, including the evaluation, remedial and remuneration process—remembering to treat each staff person fairly as an example of the Lord’s fairness (Col. 4:1).
- I. Taking care to help others not to lose heart, encourage the clerical, administrative and support staff with direct personal contact, counseling, timely communication and commitment to excellence (2 Cor. 4:16-18).

### **3. Development Responsibilities**

- A. Work 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. Work with the Stewardship Team to screen, research and prepare profiles of current and prospective donors.
- C. Develop 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. Communicate with new and existing major donors through face to face cultivation, solicitation and stewardship meetings, and written strategies; ensure that each major donor and prospect has a clear strategy and timeline for cultivation, solicitation and stewardship.
- E. Work 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, create and produce materials for public relations events and major donor use. Manage the creation and production of all campaign materials, including (but not limited to) letters, emails, and prospectuses. Ensure proper donor recognition in all publications and oversee accurate donor lists for those publications.
- G. Working with the Planned Giving Specialist, develop a strategy for outreach to and stewardship of planned giving prospects and donors.
- H. Coordinate all designated gifts with Vice President of Development.
- I. Involve Vice President of Development and/or OBHC President with donors who have potential for larger gifts.
- J. Maintain a portfolio of mid-level and major donors for campus:
  - i. Report all interactions to the VP of Development
  - ii. Record actions in Raisers Edge NXT
- K. Create a campus ‘Circle of Friends’ to advise and engage members in their areas of influence to campus related activities and fundraising.
- L. Create a donor appreciation program/strategy for campus donors.
- M. Travel to speak on behalf of OBHC and campus.
- N. Meet regularly with Vice President of Development to strategize and evaluate development efforts.
- O. Participate 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. Exercise 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.” Luke 16:10, ESV*
- A. Works with the Campus Administrator for Program for the development and presentation of an annual campus budget, honoring God with each decision submitting the plan to the President (Prov. 3:9).
  - B. Acting sensibly, implement and review the current budget expenditures and incomes and request adjustments in the approved yearly campus budget as necessary to meet specific requirements (Prov. 13:16).
  - C. Remembering that everything belongs to the Lord, review 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, review all income to general and supplemental accounts and supervise 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. Represent the Interests, Goals, and Programs of Oklahoma Baptist Homes for Children, Ultimately Representing Christ.** *“For we are the aroma of Christ among those who are being saved and among those who are perishing.” 2 Corinthians 2:15, ESV*
- A. Be active in community, civic events and organizations as time and circumstances permit, acting as the salt of the earth in the community (Mt. 5:13).
  - B. Act as a community resource for childcare issues and concerns, displaying availability to help all children and act as a light to their caregivers (Mt. 5:14).
  - C. Responsible to inform the public in regard to the resources, programs and needs of the campus, providing a place for people to ask and receive in addition to modeling a willingness to ask and receive (Mt. 7:7-8).
  - D. Be active, as time permits in related organizations, such as ACCA, OK Care, OCA, OCCY, etc....
- 6. Supervise, Coordinate and Schedule 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. Ensure that all facilities are maintained to DHS, Health Department and Fire Marshall licensing standards, obeying the authorities put in place by the Lord (Rom. 13:1).

- B. Works with the Vice-President for Development to establish replacement schedules for vehicles and equipment, being a good steward of equipment and the safety of children/staff.
  - C. Works with the Vice-President for Development to establish remodeling and/or renovation schedules for all campus buildings, being a good steward of buildings and those dwelling in them.
  - D. Practice proper stewardship by 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.
  - E. Oversee a regular schedule of spraying buildings for bugs.
  - F. Develop 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.
  - G. Oversee the maintenance and upkeep of the swimming pool area and pool chemicals, ensuring staff receive necessary training, all licensing standards are met and residents are safe. (Mk. 9:42).
  - H. Oversee BRT's DEQ responsibilities, ensuring operations staff are properly certified to monitor BRT's water quality with the prescribed frequency.
- 7. Coordinate and Implement Appropriate Staff Training.** *“Have nothing to do with irreverent, silly myths. Rather train yourself for godliness” 1 Timothy 4:7, ESV*
- A. Using the Lord's wisdom, coordinate with the CAP to develop and implement employee orientation, job related training, on and off campus development opportunities and the approved childcare training process (Prov. 2:6).
  - B. Direct the orientation and training of BRT employees in regard to OBHC, safety, health and Fire Marshall requirements, policies and procedures as pertaining to basic child-care, working to keep children safe and to be above reproach in all things (1 Tim. 3:2).
  - C. Coordinate with the Campus Administrator for Program any planning and resources for staff meetings and other staff related activities, leading like Christ did with a servant's heart (Phil. 2:3-5).
  - D. Coordinates the orientation and training procedures and opportunities for volunteers, knowing the importance of training (Prov. 4:1-13).
- 8. Responsible for the Direction of All Campus Events and Activities with Humility.** *“So whatever you wish others to do to you, do also to them, for this is the Law and the Prophets.” Matthew 7:12, ESV*
- A. Oversee 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, coordinate with Campus Administrator for Programs of all activities, both on and off campus, and all other events or activities (Jas. 3:13).
  - C. Oversees the development and implementation of the seasonal programs such as Christmas pageant and other campus activities, seeing those as gifts from the Lord (Jas. 1:17).

**9. Assists the President, Vice President in the Overall Coordination and Implementation of Program and Services of OBHC.** *“But Moses’ hands grew weary, so they took a stone and put it under him, and he sat down on it, while Aaron and Hur held up his hands, one on one side and the other on the other side. So that his hands were steady until the going down of the sun.” Exodus 17:12, ESV*

- A. Assists in the development, implementation and review of campus procedures, knowing the importance of letting the Lord guide the campus’s direction (Ps. 143:8).

**10. Develop and Review of a Campus Master Plan, Presented to the President and Vice President of Development.** *“And no creature is hidden from his sight, but all things are naked and exposed to the eyes of Him to whom we must give account.” Hebrews 4:13, ESV*

- A. Wisely develop and coordinate a working campus master plan that can be used for short- and long-range goals, development, promotion, and strategic planning by the administrative team, the Development Representatives, Vice Presidents and President (Prov. 15:22).
- B. Provides concept drawings, pictures and other artwork for the promotion and public exposure to master plan projects for the sake of accountability (Prov. 27:17).

**11. 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 Executive Director is responsible to and under the supervision of the Executive Team of Oklahoma Baptist Homes for Children for the general operation of the campus, cottages, facilities, other activities and projects (Prov. 25:6).
- B. In the absence of the President of OBHC, the Executive Director is responsible to the President’s 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).

**12. 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*

- A. Models Christ-like behavior in word and deed in relationships with staff, donors, trustees, volunteers, men, women, children and families (1 Tim. 4:12).
- B. Responsible for exercising Christ-like confrontational skills (as they arise) while engaging in interpersonal relationships, beginning with one-on-one confrontation utilizing the D.I.S.C. profile as a guide for this confrontation (Mt. 18:15-17).
- C. Recognize and respond humbly to the differences in learning and communication styles, as well as cultural and philosophical perspectives of residents, families and

staff while utilizing D.I.S.C. to better understand who they are and how to communicate to them (Gal. 3:28).

- D. Demonstrate 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).
- E. 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).
- F. Recognize the emotional needs, family dynamics and other personal difficulties of the other staff members and respond with love and prayer (Jn. 15:12-14).

### **13. Honor God's Provision by Keeping OBHC Property and Vehicles Clean and Well Maintained** *"Honor the LORD with your wealth" Proverbs 3:9a, ESV*

- A. Display biblical characteristics of truthfulness and integrity by reporting all damage and accidents to administration (Prov. 28:18).
- B. Demonstrate stewardship and ownership by keeping allotted office space, office equipment, grounds, facilities, buildings, and other resources clean and well maintained (Gal. 6:4, 5).
- C. Be proficient and use integrity in use of computer and other office equipment (1 Cor. 15:58).

### **14. 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, maintain 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 credit card 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 credit card 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., K) unless otherwise specified by the qualifications listed in this job description (Prov. 18:9).
- I. Complete appropriate tasks as assigned by supervisor (Phil. 4:13).

**Additional Benefits:** This position also includes housing, commissary privileges, vehicle, reimbursement for business use of cell phone, etc.