



Oklahoma Baptist Homes for Children (OBHC) is a not-for-profit Christian children's home serving over 200 at-risk youth and families at our four campus locations. Additionally, eight Hope Pregnancy Centers (HPC) offer caring, non-judgmental support to those who find themselves in an unplanned pregnancy.

OBHC Mission Statement: OBHC exists to show and share the love of Christ to children and their families.

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.

Director of First Impressions

Job Description Summary: The Director of First Impressions 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.

The employee is expected to work the assigned full-time hours and will receive a salary based on those hours. 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.

Location: Corporate Office

Reports to: Associate Vice President of Development

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 the 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 holy, inspired and inerrant Word of God (2 Tim. 3:16).
3. Mature, Christian person actively involved in a Southern Baptist church or a similar evangelical church upon approval of the President of OBHC (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 Requirements: *"Do you see a man skilled in his work? He will stand in the presence of kings. He will not stand in the presence of unknown men." Proverbs 22:29, HCSB*

1. High school diploma or equivalent.
2. Experience with data entry and Microsoft Office required.
3. Excellent phone skills using a positive tone, effective communication, interpersonal skills and the ability to incorporate appropriate phone etiquette.
4. Attention to detail and skill in written English, including spelling, grammar and punctuation.

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, do it enthusiastically, as something done for the Lord and not for men." Colossians 3:23, HCSB*

1. Be the First Impressions for OBHC.

- A. Answer phone calls coming into OBHC and respond appropriately and accordingly.
- B. Welcome all guests to OBHC, extend hospitality as needed and escort them to the respective location they desire to go.
- C. Keep the guest area of office suite stocked with ample brochures and the area in an orderly, professional atmosphere.

2. Provide Support for the Development Staff. *"Therefore, my dear brothers, be steadfast, immovable, always excelling in the Lord's work, knowing that your labor in the Lord is not in vain." 1 Cor.15:58, HCSB*

- A. Provide assistance to the Associate Vice President of Development.
- B. Improve OBHC communications by providing proofreading of all documents produced by the Engagement Team.
- C. Enter data in Raiser's Edge from development staff/trustees. Add and/or corrects data in Raiser's Edge.
- D. Assist with correspondence with both donors and other staff.
- E. Attend and assist with development meetings. In the absence of the Executive Assistant to the V.P. of Development, attend assigned meetings for purpose of preparing meeting minutes.
- F. Assist with special events.
- G. Insure confidentiality of individual donors.

- H. Maintain orderly inventory and inventory records of OBHC print materials and promotional items.
- 3. Assists and Supports Office Operation.** *“Whatever your hands find to do, do with all your strength, because there is no work, planning, knowledge or wisdom in Sheol where you are going.” Ecclesiastes 9:10, HCSB*
- A. File documents as requested.
 - B. Enter data in donor database.
 - C. Prepare correspondence as requested.
 - D. Work on special projects as requested.
 - E. Insure confidentiality of sensitive calls or documents.
 - F. Seek to learn and grow in the abilities related to performing these duties.
 - G. Other duties as assigned by supervisor.
- 4. Responsible for Reporting to Associate Vice President of Development with Christ-Like Submission.** *“Everyone must submit to the governing authorities, for there is no authority except from God, and those that exist with instituted by God.” Romans 13:1, HCSB*
- A. The Director of First Impressions is responsible to, and under the supervision of the Associate Vice President of Development for general duties, activities and projects.
 - B. In the absence of the Associate Vice President of Development, the Director of First Impressions is responsible to the Executive Assistant to the Vice President of Development for pertinent information concerning general operations, serious incidents and other factors and circumstances that involve the safety and well-being of the staff and children in care.
- 5. Demonstrates Christ-like Interpersonal Skills.** *“Just one thing: Live your life in a manner worthy of the gospel of Christ. Then, whether I come and see you or am absent, I will hear about you that you are standing firm in one spirit, with one mind, working side by side for the faith that comes from the gospel.” Philippians 1:27, HCSB*
- 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 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).

6. Honor God's Provision by Keeping OBHC Property Clean and Well Maintained.

"Honor the LORD with your possessions" Proverbs 3:9a, HCSB

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

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

- A. Maintains appropriate attire as dictated by a 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 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., K, page 30-31) 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).

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.