

**Job title**

Executive Director, Oklahoma Dental Foundation

**Job summary**

Serve as Chief Operations Director for Oklahoma Dental Foundation. Responsible for implementation of Board policy and programs to help meet mission and goals of the organization. Also responsible for the governance, leadership, administration and staff supervision of the Foundation.

**Reporting to**

Board of Trustees, through the President

**Working relationships**

Internal

- Staff
- Officers
- Board of Trustees
- Oklahoma Dental Foundation Members
- Oklahoma Dental Association
- Other Dental Related Organizations & Coalitions

External

- Community Associations (local & state)
- Interact with Grant Making, Grant Applications
- Vendors; Accounting, Office Supply, Travel, Insurance, Banks, IT, etc.
- OU College of Dentistry
- Government (local & state)
- Other organizations and funding agencies

**Major Duties & Responsibilities**

- Plans, formulates and recommends to the Board of Trustees basic policies that further the mission and objectives of the Foundation, and implements those policies approved by the Board.
- Identifies new funding opportunities, prepares and submits grant applications and conducts other fund raising activities.
- Coordinates with the Officers to ensure the Board is kept fully informed on a regular basis concerning the conditions, operations and the other factors influencing the Foundation.
- Manages Foundation staff and other support services by establishing a sound organizational structure with job descriptions, evaluations and compensation plans that maximize staff utilization.
- Develop and maintain the Personnel Policy & Procedure Manual.
- Recruit, select, orient and train staff
- Develops and maintains relationships with dental organizations that are in the best interest of the foundation.
- Manages and administers all aspects of the Foundation's educational seminars for dentists, hygienists, assistants and the general public.
- Manages and maintains the Foundation's accounting system, annual budget, and ensures all investment accounts and assets are appropriately safeguarded and administered.
- Manages and maintains the physical offices and properties of the Foundations.
- Assists the Treasurer and Board of Trustees in the development and enforcement of an annual operating budget.

- Assists the President and Secretary with the development of agenda materials, reports, resolutions and minutes for the board.
- Manage the annual audit process with help from accountant.
- Develops and implements a public relations plan that communicates the identity, programs and services of the Foundation to the general and dental publics.
- Executes an Annual Meeting of the Board of Trustees.
- Oversee development and implementation of orientation for in-coming Board Members
- Perform other duties as assigned by the Board of Trustees.
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**Minimum Work and Educations Requirements:**

- Related Bachelors Degree (e.g. Business Administration in not-for-profit management, community social work, social geography)
- Three years experience in a related position
- Knowledge of foundations or associations
- Grant writing/research skills
- Proven Fundraising Track Record
- IT Knowledge
- Meeting and event planning experience
- Excellent oral and written communication skills
- Knowledge of Microsoft based programs and technology
- Experience in initiating, planning, implementing and evaluating programs and services
- Experience in staff management

**Applications will be accepted through April 21, 2011.** The Foundations offers a competitive salary and excellent benefits package. Interested persons should submit a resume with cover letter and salary requirements to: William Beasley, Board President-Elect at [resume@okdf.org](mailto:resume@okdf.org) **No Phone Calls Please**