



## Detailed Job Description

# DIRECTOR OF PROGRAMS

### SUMMARY

The Director of Programs provides leadership and strategy to achieve OCCJ's mission and vision initiatives by designing, facilitating, and convening diversity and inclusion programs and initiatives across the Tulsa region. This individual serves as a key link between OCCJ and community partners and it's based in Tulsa. Reports directly to President & CEO.

### KEY RESPONSIBILITIES

- Successfully facilitate OCCJ's standard curriculum programs to a variety of age groups and audiences
- Develop customized programs for OCCJ's clients
- Build and strengthen relationships with key collaborative partners, particularly through community programs and partnerships
- Develop and maintain community and professional networks across the region and state to inform and implement OCCJ's programs
- Promote and market OCCJ's programs
- Assist in grant writing
- Recruit, train, supervise and maintain a strong and diverse pool of volunteers to help deliver OCCJ's programs
- Provide support for and manage volunteers, staff, interns as appropriate
- Document all program planning, policies, procedures, practices, expenses, in-kind gifts, and logistics to ensure quality control and sustainability
- Support organizational outcome tracking and evaluation procedures for programs
- Further develop planning committees, keeping them engaged and committed
- Hold frequent program staff meetings
- Provide support for strategic planning initiatives, and leadership in implementing strategic objectives and ensure all programming is in line with OCCJ's mission and vision
- Participate in efforts to increase brand awareness and seek new partnerships while retaining longtime community partnerships
- Utilize all effective and affordable avenues of communication, including, but not limited to print, broadcast, electronic, social media, earned media, speaking opportunities, etc.
- Write and assist in writing program and grant proposals
- Increase OCCJ membership through program and initiatives
- Assist in creating a successful fundraising events and initiatives in Tulsa and Oklahoma City
- Provide support for board members, officers, executive committee members, and board committees
- Help develop programs budget in conjunction with CEO
- Perform additional duties designated by the President & CEO to achieve success of programs and meet the mission of OCCJ

### SKILLS/ABILITIES/EXPERIENCE

- A strong personal commitment to OCCJ's mission and work
- Ability to develop and implement programs related to OCCJ's mission, vision, and philosophy
- Ability to collaboratively develop curriculum for educational programming
- An understanding of program assessment and measurement tools
- Demonstrated strong facilitation and group leadership skills
- A familiarity with and understanding of issues of diversity and inclusion, with knowledge of how those issues are particularly navigated in Oklahoma

- Experience working with youth, schools, businesses, as well as elected and government officials, interfaith, and/or community groups
- Experience working in a leadership capacity with diverse groups
- Record of building coalitions and partnerships with like-minded organizations, preferably within OCCJ's service area
- Strong computer proficiency in Windows/Microsoft Office environment, including Word, PowerPoint, and Excel
- Strong attention to detail
- Adaptability in fast-paced collaborative working environment
- Ability to manage multiple tasks and take initiative independently
- Excellent organizational and interpersonal skills
- Strong presentation, oral, and written communication skills
- Willingness and flexibility to engage in occasional weekend, evening, and overnight residential programs
- Must have own car, valid driver's license, and auto liability insurance
- Must be able to lift, push and pull up to 30 lbs.
- Spanish language proficiency preferred
- BA or equivalent in a related field preferred, plus minimum of 5 years' experience in program administration and work in the fields of education, organizational development, diversity, and/or change management. Advanced degree preferred

#### SALARY

- Full-time annual salary commensurate with experience
- Benefits package, including medical, dental, and retirement
- This is an exempt position

#### ORGANIZATION BACKGROUND

The Oklahoma Center for Community and Justice is dedicated to achieve respect and understanding for all people. Our vision is to eliminate bias, bigotry and racism in our state, in our generation. Through workshops, retreats, and customized programs that raise knowledge and skills, OCCJ develops leaders who work together to achieve success through inclusion in Oklahoma.

Founded as a volunteer movement in Tulsa in 1934 as a chapter of the National Conference of Christians and Jews, OCCJ has a proud legacy deeply rooted in the community. The Tulsa NCCJ was formally established as a staffed office in 1958, and through our history in Oklahoma, has been an innovative leader in promoting understanding and mutual respect. OCCJ has concluded our association with NCCJ and has joined with many of our fellow offices across the country to form the National Federation for Just Communities, a new movement addressing prejudice in all its forms. The Oklahoma Center for Community and Justice is an equal opportunity employer.

#### TO APPLY

Send cover letter and resume by August 2, 2019 to

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 President & CEO  
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