



Job Title: Executive Director **Reports To:** Board of Directors **FLSA Status:** Exempt
Work Schedule: Monday – Friday/evenings and weekends as needed and for events

Park Avenue Thrift in Enid, Oklahoma seeks a well-qualified candidate to serve as Executive Director. An established retail thrift store operating as a 501(c-3) nonprofit, Park Avenue Thrift was created for the purpose of providing financial support for other Enid nonprofits who contribute to the quality of life and environmental sustainability in the Enid community.

The Executive Director is responsible for leading Park Avenue Thrift including, but not limited to, thrift store operations and management, financial accountability, community engagement, and grantee relations. The Executive Director drives the implementation of the strategic plan and achieves measurable goals through the collaborative efforts of staff and board members as well as working with public entities, corporate and private citizens, and donors and volunteers. The Executive Director works to build and leverage Park Avenue’s breadth of community presence and relationships.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Organizational Operations and Management

- Work with the Board of Directors to provide vision/direction and strategic planning for the organization
- Professionally manage Park Avenue’s day-to-day operations while maintaining leadership in the nonprofit sector
- Direct and supervise staff, including hiring, training, evaluating, developing, and terminating personnel
- Skillfully plan, organize and implement Park Avenue’s efforts to assure progress on immediate and long-term outcomes (operational/giving/savings)
- Along with board committee, develop, implement and evaluate marketing efforts.
- Provide staff support to the Board of Directors and Committees, ensuring solid organization health and board governance

Financial Accountability

- Ensure financial viability of the organization, from budgeting to reporting to audit
- Implement efficiency, transparency and best practices at all levels
- Maintain accountability of financial records in partnership with the Finance Committee and Treasurer
- Keep the Board of Directors informed about all financial matters

Community Engagement and Grantee Relations

- Lead collective efforts to help fulfill our mission in Enid, developing and prioritizing opportunities to continue to support quality of life in Enid
- Foster coordination and collaboration with agencies, employees, peers, and community leaders toward progress on collective community impact through initiatives that focus on Park Avenue's core values
- Effectively communicate with a variety of stakeholders
- Represent Park Avenue at community events

EDUCATION AND/OR EXPERIENCE

- Bachelor's degree strongly preferred
- Preferred 5-year minimum experience in a comparable or related field
- Proven operational and leadership ability
- Management skills required
- Previous non-profit experience in budget management and philanthropy a plus
- Self-motivated and able to work unsupervised
- Ability to motivate personnel

SKILLS AND ABILITIES REQUIRED

- Effective communication skills
- Ability to excel in a diverse, collaborative team environment
- Ability to multi-task and remain calm in chaotic situations
- Professional, customer service-oriented attitude
- High level of initiative, effort and commitment
- Flexibility and willingness to work on occasional evenings and weekends

SALARY AND BENEFITS

Salary is competitive, based on qualifications and experience.

COMPUTER EQUIPMENT AND SOFTWARE REQUIREMENTS

Must have excellent computer and technology skills and willingness to learn new programs as the position requires.

CERTIFICATES, LICENSES, REGISTRATIONS

- Valid Oklahoma Driver's License
- Proof of auto insurance
- Pass background and credit checks

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to sit and use hands to hold and lift, such as working in a retail or warehouse environment. Must be able to lift up to 50 pounds. The employee frequently is required to reach with hands and arms and talk and hear. Must have visual acuity and the ability to see color. Must be able to speak and communicate clearly, such as in public speaking engagements.

WORK ENVIRONMENT

The employee will work in a variety of environments. Work area will not be wheelchair accessible. The noise level in the work environment varies from moderate to loud; occasional chaotic situations will occur characteristic to working around the thrift store and with partner agencies. Exposure to odors may occur in some instances. The executive director is expected to live in the Enid area to have quick accessibility to the store and community events.

The qualifications, physical demands, and work environment described herein are representative of those an employee will encounter and must meet to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities.

APPLICATION INSTRUCTIONS

Interested candidate(s) meeting the identified qualifications should submit:

- *Resume*
- *Cover letter*
- *Salary requirements and optimal start date*
- *List of three references by name, email, phone number, job title and relationship to applicant.*

PLEASE SEND TO: search@parkavenuethrift.org

Submit information right away—job will be filled when the qualified applicant is found. All inquiries must be directed to this email address only. The selection process is facilitated by a committee of board and community members.

All qualified applicants will be given consideration without regard to race, color, gender, sexual orientation, gender preference, marital status, age, religion, national origin, disability, and veteran status.