

## **Ronald McDonald House Charities of Oklahoma City, Inc.**

### **Job Description**

#### **President & Chief Executive Officer**

**Organization Overview:** Since 1984, Ronald McDonald House Charities Oklahoma City (RMHC-OKC) has provided a home away from home to families with children who are ill or injured. We provide essential services that remove barriers, strengthen families, and promote healthcare when children need healing.

We currently offer 40 overnight guest rooms, as well as a daytime respite room and essential resources for families whose children are receiving care at Oklahoma Children's Hospital. A new 28-guest room facility will open in 2026 to serve families at three additional partner hospitals.

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**Position Summary:** The President and Chief Executive Officer (President/CEO) serves as the strategic and operational leader of RMHC-OKC. Reporting to the Board of Directors, the President/CEO is responsible for advancing the organization's mission, driving impactful programs, ensuring sustainability, and maintaining high quality services. The President/CEO will lead a dynamic team, foster collaborative relationships with key stakeholders, and serve as the organization's primary ambassador.

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### **Key Responsibilities**

#### **Leadership & Organizational Development**

- Cultivate and lead a motivated, inclusive and high-performing team aligned with the organization's mission and values.
- Develop and achieve organizational strategies to achieve short- and long-term goals driving organizational growth and sustainability.
- Foster a supportive workplace culture emphasizing respect, communication, and teamwork.

## **Operations & Program Oversight**

- Evaluate and oversee programs to ensure alignment with the mission and responsiveness to community needs.
- Lead organizational expansion and capital improvement projects with Board approval
- Ensure operational efficiency through regular evaluation of policies, procedures and program effectiveness.

## **Financial Management**

- Oversee all financial activities, including budget development, management, and compliance with Board-approved policies.
- Collaborate with accounting professionals to ensure accurate financial reporting and adherence to audit requirements.
- Monitor and manage investments in alignment with the organization's financial strategy.

## **Board Governance**

- Serve as the primary liaison between the Board of Directors and staff, ensuring alignment on strategic priorities.
- Facilitate board meetings, retreats, and strategic planning initiatives.
- Support Board development, including cultivating a culture of giving and enhancing individual member engagement.

## **Fundraising & Resource Development**

- Supervise and collaborate with the Chief Development Officer (CDO) to design and execute a robust fundraising strategy, including major gifts, grants, events and capital campaigns.
- Cultivate relationships with donors, corporate sponsors, and foundations to secure sustainable funding.
- Identify and pursue new revenue opportunities to enhance organizational impact.

## **Marketing, Advocacy & Public Relations**

- Act as the organization's lead spokesperson, building awareness and advocacy for its mission.
- Oversee the development of a comprehensive marketing and communications strategy to enhance visibility and stakeholder engagement.
- Maintain strong partnerships with hospital partners, community leaders, and other key stakeholders.

## **Risk Management & Compliance**

- Ensure compliance with all applicable laws, regulations and organizational policies.
- Maintain adequate liability, risk and Director & Officer insurance coverage.
- Safeguard data management systems and enforce privacy and confidentiality standards.

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## **Qualifications**

### **Education & Experience**

- Bachelor's degree in business administration, nonprofit management, public administration, or a related field required; advanced degree preferred.
- Minimum of 7-10 years leadership experience, preferably in the non-profit sector.
- Proven track record in fundraising, fiscal management, and team leadership.
- Knowledge of Central and Western Oklahoma and familiarity with its philanthropic landscape a plus.

### **Skills & Competencies**

- Strong strategic planning and decision-making skills with a demonstrated ability to lead through change.
- Exceptional interpersonal skills, with the ability to build relationships across diverse constituencies.
- Outstanding written and verbal communication skills, including public speaking and advocacy.
- Proficiency in financial management tools, donor database systems, and Microsoft Office Suite.
- A collaborative, team-oriented leadership style combined with initiative and accountability.
- A positive mindset and dedication to the organization's core values and mission

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## **Working Conditions**

- **Environment:** Operates primarily in a professional office setting, with regular travel to partner hospitals, donor meetings, events and conferences.

- **Physical Demands:** May involve occasional activities, such as event setup or site visits, requiring the ability to lift up to 30 pounds and climb stairs.
  - **Schedule:** Full-time, exempt position requiring flexibility to accommodate evening or weekend events, fundraising activities and crisis response as needed
  - **Travel:** Frequent local and regional travel is required, with occasional overnight or national trips to attend conferences, represent the organization, or meet with stakeholders. Applicants must be willing and able to fulfill any job-related travel associated with this position and as such, have a valid driver's license.
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## Compensation & Benefits

- Salary commensurate with experience, plus bonus opportunity
  - 120 hours paid time off (PTO) and 11 holidays in each full year of employment: 40 additional hours PTO after 5 years and 10 years of service
  - 401k plan eligibility after 90 days of employment with a maximum match of 4%, when employee contributes 5%
  - Medical, dental, vision and basic life insurance coverage effective the 1<sup>st</sup> of the month following employment with policy paid 100% for employees, additional coverage for dependents or other insurance available through payroll deduction
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**Application Process:** To apply, please submit your resume and cover letter to [careers@rmhc-okc.org](mailto:careers@rmhc-okc.org) by May, 31<sup>st</sup>, 2025. Questions may be directed to [careers@rmhc-okc.org](mailto:careers@rmhc-okc.org).