



EXECUTIVE DIRECTOR

The Kelly B. Todd Cerebral Palsy and Neuro-Muscular Foundation is a 501(C)3 organization operating in Muskogee, OK. KBT provides specialized care services including Physical, Occupational and Speech/Swallowing/Feeding Therapy to children in Northeastern and Eastern Oklahoma between 0-21 years of age, all at absolutely no cost to the families. The team at KBT, in conjunction with the board of directors, works together to build long lasting relationships with children and their families, the communities in which they serve, and to continue the mission of the organization.

The Executive Director of the organization will be someone with a positive attitude, is mission-driven, and is a self-directed personality. They will require excellence of themselves in creating an inviting therapeutic environment, work well with the Board of Directors and the staff, and will reach out to the community and build relationships that will result in a new and expanded level of success for KBT. They will work in conjunction with the Clinical Director to supervise staff, interns, and volunteers. They will be responsible for keeping documentation organized for patients, personnel, and financials. In order to be successful at fundraising, the Executive Director must have excellent oral and written communication skills, sound judgment and a record of integrity and respect in the community.

Key responsibilities include:

- Day-to-day administrative duties; including payroll and human resources
- Networking and building relationships within the community
- Communication amongst donors and board members
- Managing staff and routine financial aspects of the business

The organization asks that you possess the following requirements:

- Bachelor's degree or 5+ years of experience in similar industry
- Experience in the non-profit sector, specifically fundraising
- Proficiency in grant-writing
- Office management experience in a healthcare setting
- Excellent oral and written communication skills

Pay for this position will be commensurate with experience. This is a full-time position, not remote, and benefits are provided. Interested parties should send resumes to applications@kbtoddcpcenter.org or contact us at (918) 577-5678.