

Job Title: Executive Director: Children's Medical Research, Inc. D/B/A Children's Health Foundation, ("CHF") Oklahoma City, Oklahoma Reports to: CHF Board of Directors

About Us:

CHF is a dedicated non-profit organization that plays a unique role in improving the lives of children in our community and around the world. Bridging science and clinical research in the treatment and prevention of human disease, we support programs of research that focus on cancer, genetics, diabetes, infectious disease, developmental pediatrics, pulmonology, neonatology, surgery, nephrology, gastroenterology, adolescent medicine, emergency medicine, community pediatrics and pediatrics training. In addition to supporting research programs we also provide support to clinical programs to improve children's health in Oklahoma.

Position Summary:

The Executive Director ("ED") serves as the chief executive officer of CHF and is responsible for the overall leadership, strategic direction, and operational management of the organization. Reporting to the Board of Directors, the ED will oversee fundraising initiatives, financial stewardship, program development, staff leadership, community engagement, as well as cultivate and nurture relationships with like minded organizations and individuals to ensure the fulfillment of our mission. In addition, the ED will also be responsible for coordinating with the Department of Pediatrics and Endowed Chair Holders at the University of Oklahoma Health Sciences Center ("OUHSC") as well as building and maintaining relationships with OUHSC leadership as well as the University of Oklahoma Foundation leadership.

Key Responsibilities:

Leadership & Strategy:

- Develop and cultivate relationships with organizations and individuals, including but not limited to OUHSC leadership, to further and insure the fulfillment of CHF's mission.
- Provide visionary leadership to guide the organization's growth and impact.
- Develop and implement strategic plans in collaboration with the Board of Directors.
- Ensure adherence to the mission, vision, and values of the organization.
- Sets the vision and spearheads the development, communication, and implementation of effective growth strategies to meet and grow fundraising, cash

flow and business goals and objectives aligned with the organization's strategic plan. Sustains and builds new relationships while continuously innovating to help expand CHF's brand and reach.

Fundraising & Financial Management:

- Develop relationships with significant donors in and out of our community to further the mission of the organization.
- Lead fundraising efforts, including donor cultivation, grant writing, sponsorships, and major gift programs.
- Develop and manage the organization's budget, ensuring financial stability and transparency.
- Sets and directs the achievement of the organization's operational and financial goals. Directs financially responsible decision-making and leads the organization toward greater efficiency and programmatic growth.
- Oversee financial reporting and compliance with regulatory requirements.

Program Development & Oversight:

- Ensure the effectiveness of programs aimed at funding research and supporting families.
- Evaluate program impact and refine strategies to enhance outcomes.
- Foster relationships with medical researchers, hospitals, and advocacy groups.
- Utilizes data, metrics, and evidence collected across channels to encourage colleagues to leverage this information to inform and prioritize future action across fundraising initiatives. Continues to deploy creative content in new ways to drive community engagement and promote the good work of CHF.

Staff & Organizational Management:

- Lead, mentor, and support a team of 13 dedicated employees.
- Serve as a role model for behaviors expected in the organization.
- Foster a collaborative, mission-driven solution-oriented work culture.
- Oversee HR functions, including hiring, performance management, and professional development.

- Lead with integrity, trustworthiness, respect and fairness.

Community & Stakeholder Engagement:

- Build and maintain strong relationships with donors, partners, and community leaders that have an interest in our mission and that desire to support children's health both in research as well as clinical settings, including but not limited to OUHSC, and the University of Oklahoma Foundation as well as doctors in the department of Pediatrics at OUHSC and Chair Holders in the department of Pediatrics at OUHSC.
- Represent CHF at public events, conferences, and media engagements.
- Articulate the mission of CHF while engaging with philanthropic partners, donors, and other key stakeholders to increase CHF awareness, align objectives and fundraising efforts with the CHF strategic plan, and ensure continued growth.

Goals and Objectives

The following goals and objectives have been identified as priorities for this position:

- Create and foster mission based relationships in the community and elsewhere that will help further the mission of the organization.
- Establish personal and professional credibility with the Board, leadership team, employees and philanthropic partners based on trust, collaboration, and mutual support; be viewed as highly engaged, effective and visible.
- Identify, refine, optimize, and execute strategies to advance fundraising by assessing and identifying motivations of partners and their communities. Reimagine stewardship for fundraising partners to create long-lasting relationships. Diversify partnerships by focusing on retention and development of new relationships.
- Translate big-picture strategy concepts and provide direction to staff on actionable objectives, deliverables, and execution regarding programmatic growth. Assess, refine and make recommendations to modify and/or modernize programs where appropriate and ensure optimal engagement and participation while increasing CHF's brand awareness and impact.
- Create a deeper understanding of CHF's constituents by leveraging data, insights, and technology and engage them in ways that creates giving opportunities for a lifetime. Use these insights to assess and identify new strategies to attract new, diverse constituent communities, additional revenue streams and diversified corporate partners.

Qualifications & Experience:

- Bachelor's degree required; Master's degree in Non-Profit Management, Business, Public Health, or a related field preferred.
- Minimum of 5-7 years of leadership experience, leading teams, fostering and developing relationships with stakeholders in either the non-profit sector or other significant business experience.
- Experience working with boards and a demonstrated history of engaged and productive board relationships. Ability to effectively engage the board in setting strategic goals, advancing organizational initiatives, and following governance best practices.
- Proven track record in maintaining relationships with clients and/or stakeholders and financial management.
- Proven track record for effectively leading an organization of similar complexity in a dynamic fundraising environment.
- Ability to cultivate and maintain relationships across a diverse range of stakeholders, donors and partners.
- Strong strategic thinking, leadership, and team management skills.
- Excellent communication and public speaking abilities.
- Passion for children's health and medical research, and a leading advocate for children's health.

Compensation & Benefits:

Competitive salary based on experience.

Comprehensive benefits package, including health insurance, retirement plans, and paid time off.

Opportunities for professional growth and development.

How to Apply:

Interested candidates should submit a resume, cover letter, and three professional references to randallwkamp@gmail.com or my mailing to Randall Kamp, 10 N.E. 10th Street, Ste. 203, Oklahoma City, OK 73104 by June 1, 2025.

Children's Medical Research, Inc. D/B/A Children's Health Foundation is an equal opportunity employer and encourages applications from diverse backgrounds.