Oklahoma Tobacco Settlement Endowment Trust
Board of Directors

POSITION DESCRIPTION
Interim Executive Director

APPLICATION INSTRUCTIONS

Please submit a resume and letter of interest by 5:00 pm September 23, 2016
by email to:
TSETexdir@switchgearrecruiting.com
or by mail to:
Switchgear Search & Recruiting
201 W. 5th St. Ste. 300
Tulsa, OK 74103

ATTN: TSET ED Search

Applicants will be contacted for further information.

POSITION SUMMARY

The Oklahoma Tobacco Settlement Endowment Trust (TSET), a grantmaking Trust established by the voters of Oklahoma in 2000 provides grants and funds programs aimed at improving the health of Oklahomans by reducing the leading causes of death in Oklahoma – cancer and cardiovascular disease. TSET focuses on programs and initiatives geared to prevention, research, education and emerging opportunities in tackling smoking and obesity – the two biggest causes of cancer and cardiovascular diseases.

TSET is currently seeking an inspiring leader and results oriented manager to serve in either an interim or permanent role to direct the planning, development, implementation and assessment of program strategies in accordance with set mission performance priorities as established in coordination with the Board of Directors. You can learn more about TSET and its groundbreaking and nationally recognized work to address Oklahoma's pressing public health issues by visiting https://tset.ok.gov.

Thanks in part to the continuous efforts of TSET adult smoking in Oklahoma has declined from 28.7 percent in 2001 to 21.1 percent in 2014. Smoking among middle school students has declined by more than 50 percent since 2001, and Oklahoma homes with smokefree policies has increased from 54.9 percent in 2001 to 83.7 percent in 2014.

TSET grants and programs are funded by the earnings from the Tobacco Settlement Endowment Trust. Each year, 75 percent of the annual Master Settlement Agreement payment to the state is deposited into the endowment for investment. The remaining 25 percent goes to the legislature for appropriation. A Board of Investors manages the investments and annually certifies earnings. The earning have grown from $500,000 to more than $50 million.

The Executive Director will report directly to the Board. The responsibilities will include setting specific program goals and ensuring they are achieved through the effective management of staff and well-defined outreach engagement with a variety of constituents in both the public and private sectors. As it relates to managing the staff, the Executive Director will ensure fulfillment of responsibilities and accountability by directing the collective effort of the staff in accordance with the mission of TSET, board policies and meeting specific program and event goals aligned with persuasively addressing the hazards of tobacco use, obesity, and other health issues. The Executive Director will be called upon to lead and develop a responsive and successful team and create a constructive results driven culture.

The Executive Director will use strong communications and relationship building abilities to collaborate with other public and private organizations in the interest of identifying mutual opportunities to optimize involvement and impact.

The Executive Director, working in collaboration and coordination with the Board, will develop the overall strategic plan as it relates to the board and program goals and ensure funds are used properly to support high-impact, evidence-based programs and endeavors designed to build a stronger Oklahoma by creating healthier Oklahomans.

TYPICAL FUNCTIONS

- Administer the budget, staff, and initiatives approved by the Board of Directors of the Oklahoma Tobacco Settlement Endowment Trust. Serve as liaison with individual board members and appropriate appointing authorities.

- Serve as the Tobacco Settlement Endowment Trust's initial contact point for all state departments, divisions and bureaus.

- Act as the primary spokesperson representing the organization in a professional manner in public forums, events and media opportunities through print, radio and television.

- Monitor government and private foundation plans and initiatives to maximize potential financial resources and partnerships.

- Serve as Board's liaison to appropriate professional organizations, committees and entities to ensure the development, promotion, implementation and evaluation of programs and activities approved by Board's activities as statutorily defined.

- Collaborate with officials of federal, state and local agencies, legislators, governor's aides, professional organizations, community-based organizations and interest groups to advance program areas statutorily defined.

- Per Board guidance, develop, implement, and monitor board policies; recommend policy and strategic plan modifications to the Board.

- Develop, present and implement Board policies, programs, and contracts to promote program areas statutorily defined.

- Insure compliance with federal and state laws, rules, and regulations.

- Periodically review current programs, initiatives, policies, and procedures and advice, recommend modifications to the Board as it relates to increasing the effectiveness of programs.

- Collaborate with public and private sources to maximize joint funding opportunities or other opportunities to leverage resources and enhance the impact.

- Other duties as identified and assigned by the Board of Directors.

EDUCATION & EXPERIENCE

The Executive Director must have a combination of education and experience necessary to fulfill the responsibilities and expectations contained in this position description. At a minimum, a candidate for the Executive Director must have a baccalaureate degree from an accredited institution of higher learning with demonstrated experience in administrative positions of increasing responsibilities, including experience with grant preparation and review. The position will require excellent written and oral communication skills to complement strong organizational leadership and management skills.

SALARY RANGE

Commensurate with Experience and Education. Falls within current State salary guidelines.

KNOWLEDGE, SKILLS & ABILITIES

- Knowledge of effective public speaking techniques and the ability to present complex information in an effective and concise manner as well as an ability to analyze and distill data and information from multiple sources.

- Knowledge of and ability to implement the principals and techniques of effective, efficient administrative management, including organizational structure and functioning, planning, staffing, training, budgeting, and evaluation.

- Knowledge of and ability to implement the principals and practices of fiscal planning, grants management, and contracting.

- Knowledge of policy development and implementation by identifying and analyzing policy issues as they relate to TSET's mission.

- Knowledge of state law, legislative processes, federal, state and local relationships and the political process as the impact on the operation of the Board.

- Ability to form effective working relationships with governmental leaders and national, state and local organizations.

- Ability to work effectively with small groups and to facilitate Board and staff functioning as part of creating a constructive and collaborative culture.

- Ability to attract, keep and motivate top quality people in building a responsive, high performance team.

- Knowledge and skills in philanthropy, grant making and administration.

- Knowledge and skills in public, media and community relations as well as an overall understanding of the marketing communications including an understanding of social media marketing to engage and interact with targeted publics.

TSET is an equal opportunity employer and seeks applicants from diverse backgrounds.