

Chief Executive Officer (CEO) – Help Works, Inc

Location: 219 Lincoln, Pawhuska, OK

Job Type: Full-time

Reports to: Board of Directors

About Help Works, Inc.

Help Works Incorporated is a nonprofit organization committed to serving adults with intellectual and developmental disabilities to have full life experience. We strive to empower individuals through our programs and community engagement, envisioning every person in our community achieving full life experiences, regardless of their abilities.

Position Overview

The CEO serves as the strategic leader of Help Works Incorporated and effectuates with the mission and vision of the organization. This role requires visionary leadership, operational expertise, business acumen, and a deep commitment to nonprofit excellence.

Key Responsibilities

Strategic Leadership & Governance

- Develop and execute the organization's strategic vision, aligning business functions with mission-driven goals.
- Provide leadership in organizational decision-making, ensuring ethical governance and long-term sustainability of the organization.
- Collaborate with the Board of Directors to shape policies and priorities.

Operational & Program Management

- Oversee day-to-day operations, ensuring efficiency, transparency, and effectiveness.
- Ensure all programs and services align with the nonprofit's mission and serve the individuals and the community effectively.

Financial Oversight & Fundraising

- Collaborate with the Chief Financial Officer to manage budgets, financial planning, and audits.

- Develop and implement fundraising strategies, securing grants, donations, and sponsorships.
- Ensure financial compliance and responsible stewardship of resources.

Community Engagement & Public Relations

- Act as the organization's spokesperson, fostering relationships with stakeholders, donors, and partners.
- Advocate for Help Works' mission through media and community engagement.
- Build community partnerships to strengthen the organization's impact.

Human Resources & Culture Development

- Cultivate a positive workplace culture centered on accountability, equity, and professional growth.
- Oversee hiring, training, and leadership development for staff and volunteers.
- Ensure compliance with employment laws, nonprofit best practices, and ethical standards.

Qualifications & Experience

- Bachelor's or higher degree in Nonprofit Management, Business Administration, Public Policy, or related field.
- Minimum 5 years of executive leadership experience, ideally in nonprofit management.
- Preferred knowledge of DDS policy and procedures and experience with individuals with disabilities.
- Expertise in financial stewardship, fundraising, and organizational governance.
- Strong strategic planning, leadership, and problem-solving skills.
- Exceptional communication and relationship-building ability.
- Knowledge of the legal and regulatory environment of nonprofit management.

Compensation & Benefits

- Competitive salary based on experience
- Health, dental, and vision benefits