



## Chief Executive Officer (CEO) Job Description

Job Title: Chief Executive Officer (CEO)	Reports To: <i>honestly</i> Board of Directors
Department: Executive	Salary Range: \$90,000-\$95,000
Revision Date: April 2026	Classification (FLSA): Full-time; Exempt
Location: Oklahoma City Metro	Work Environment: Hybrid

### About *honestly*

*Vision:* A culture in which opportunities for youth to pursue education, careers and well-being are not limited by teen pregnancy.

*Mission:* We are building a movement to improve sexual health outcomes for youth, by:

- Acting as the facilitator of the Collaboration with a common agenda focused on improving sexual health outcomes for youth in central Oklahoma.
- Convening, supporting, and connecting our partner network of youth-serving professionals, caregivers, advocates, and community leaders.
- Engaging and mobilizing the community around our cause and the work of the Collaboration.
- Evaluating and sharing data for the purposes of strategic learning and more effective collective impact.
- Advocating for youth to have access to resources, services, and medically accurate information about sexual health.

*Commitment:* To have the greatest possible impact on the communities we serve we must center diversity, equity, inclusion, and accessibility as the foundation of all we do. One way we do this is by recruiting and retaining talented individuals who are reflective of the communities we are here to serve. We value our employees and strive to offer benefits that reflect the value we place in their work. Some of our benefits include:

- Organization paid health benefits for employees.
- A typical 32-hour work week.
- A hybrid work environment.
- Unlimited PTO.
- Retirement plan matching.
- Paid family, medical and emergency leave.

## Equal Opportunity

*honestly* is an equal opportunity employer and complies with all applicable federal, state, and local fair employment practice laws. *honestly* is dedicated to the principles of equal employment opportunity. We prohibit unlawful discrimination against applicants or employees on the basis of age 40 and over, race (inclusive of traits historically associated or perceived to be associated with race including, but not limited to, hair texture and protective hairstyles, including afros, braids, locks, and twists), color, religion, sex, national origin, citizenship or immigration status, family relationship or status, marital status, military status, sexual orientation, gender identity, genetic information, HIV status, source of income, the presence of any sensory, physical, or mental disability, status as a victim of domestic violence, harassment, sexual assault or stalking, or any other status protected by applicable state or local law. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, training, promotion, discipline, compensation, benefits, and termination of employment.

## Position Overview

The Chief Executive Officer (CEO) is tasked with providing strategic leadership to actualize *honestly's* overarching vision and mission. Accountable to the Board of Directors, the CEO is responsible for managing the organization's day-to-day operations within Board-approved policies, strategic plans, and financial directives, while maintaining a clear distinction between governance and management.

Responsible for propelling *honestly's* success through collaborative, relational and collective impact leadership, the CEO must cultivate and maintain strong relationships with donors and funders, staff, partner entities, governing bodies, and influential community leaders. As leader of a backbone organization, the CEO serves as a neutral convener and systems leader, aligning cross-sector partners around a shared agenda, advancing data-informed decision-making, and driving measurable community-level outcomes for youth health and well-being.

## Skillset

While the Board shapes *honestly's* overarching strategic direction and provides governance and oversight, the CEO collaborates to co-create and implement these plans, ensuring organizational performance, fiscal stewardship, and compliance with Board-approved policies, bylaws, and financial controls, working with the Chief Operations Officer (COO), Chief Financial Officer (CFO) and other staff.

The ideal CEO is a visionary thinker with expertise in strategic planning, relationship building, fundraising, executive-level financial management, and communication, collaboration, and facilitation skills.

CEO should demonstrate proficiency in:

- Leadership: Exceptional leadership skills, business acumen, and the ability to manage a multidisciplinary team effectively while translating strategy into execution through clear systems, processes, and accountability.
- Strategy: Proficiency in strategic thinking, adaptability, and managing innovation within a complex, multi-stakeholder environment.
- Collaboration: Prioritization of relationships and collaboration to foster trust and drive collective results across sectors, organizations, and systems.
- Financial Acumen: Solid understanding of nonprofit financials and budgeting, including oversight of Board-approved budgets, financial reporting, audits, cash management, and resource allocation in alignment with organizational policies and internal controls.

- Compliance & Risk Management: Understanding of nonprofit regulations, grant compliance requirements, internal controls, audit readiness, and risk management practices.
- Collective Impact Leadership: Experience facilitating cross-sector partnerships, serving as a neutral convener, aligning diverse stakeholders around a common agenda, using shared data and metrics to guide learning and systems-level change.
- Decision-making: Superior decision-making skills grounded in data, policy direction, and equity-centered practice.
- Delegation: Effective delegation ability that empowers staff while ensuring accountability for outcomes.
- Communication: Executive-level communication and influencing skills, including the ability to communicate complex financial, strategic, and systems information to varied audiences.
- Inspiration: Ability to inspire stakeholders about the organization's mission and vision and motivate collective action toward shared goals.
- Ethical Conduct: Commitment to upholding legal and ethical standards in actions and decisions.

## Essential Functions of the Job

1. Leadership, Management and Board Partnership (30%)  
The CEO collaborates closely with the COO and CFO to oversee daily operations and advance the Board-approved strategic plan. The CEO serves as the primary staff liaison to the Board of Directors, supporting effective governance by producing accurate, timely, and transparent reports; implementing Board-approved policies; and ensuring follow-through on strategic, financial, and organizational directives. The CEO advocates for staff needs, provides strategic direction for policy implementation, and oversees hiring and organizational structure.
2. Fiscal Health, Compliance, and Organizational Sustainability (30%)  
The CEO is accountable for the organization's fiscal health, long-term sustainability, and financial integrity. They ensure implementation and adherence to Board-approved financial policies, internal controls, and procedures, and oversee development and management of the annual budget and long-term financial planning in partnership with staff and subject to Board approval. The CEO provides leadership for accurate, timely, and transparent financial reporting; ensures audit readiness and participation in external audits; and supports corrective action and continuous improvement as needed. Additionally, the CEO ensures compliance with all applicable federal, state, and local regulations, including grant requirements and funding agreements. The CEO exercises financial and signature authority as delegated by the Board and defined in the Finance Manual, and actively monitors organizational risk, cash flow, and financial decision-making to support mission impact.
3. Backbone and Systems Leadership in Collective Impact (20%)  
The CEO serves as the leader of a designated backbone organization and the primary spokesperson for *honestly*. They provide systems-level leadership to advance collective impact efforts focused on youth health and well-being. Serving as a neutral convener, the CEO brings together cross-sector partners and community stakeholders around a shared agenda, aligning strategies and activities to achieve measurable outcomes. The CEO ensures the effective use of shared data, metrics, and learning processes to guide decision-making, assess progress, and drive continuous improvement. In this role, the CEO represents the organization and the Collaboration in community,

systems, and policy spaces, while advancing equity-centered practices, authentic community engagement, and sustained partner leadership.

4. Development and Fundraising (20%)

The CEO provides strategic leadership and oversight for revenue generation and organizational stability, supports fundraising duties of the Board of Directors, and collaborates with the Development Committee and Director of Development to achieve fundraising goals. The CEO may approve, negotiate, and accept certain grants in alignment with delegated authority and Board policy, and ensures funder requirements are met.

5. Authority and Accountability

The CEO is delegated authority by the Board of Directors to manage the organization's operations, finances, and personnel within Board-approved policies, bylaws, and financial controls. The CEO is accountable to the Board for organizational performance, financial integrity, compliance, and progress toward strategic goals.

### Physical and Travel Requirements

- Occasional local and out-of-state travel, including evenings and weekends.
- Occasional lifting, bending, and kneeling.
- Prolonged standing, sitting, and walking.
- Valid Driver's License and Auto Insurance Coverage.

### Education and Experience Requirements

- 7-10 years' leadership experience, including senior roles (Director, VP, etc.) with responsibility for strategy, people management, and organizational decision-making.
- Demonstrated success leading teams and managing priorities within a nonprofit or mission-driven organization.
- Experience in fundraising, resource development, and financial management, including budget oversight.
- Experience working with and supporting a Board of Directors on governance, reporting, and strategic priorities.
- Strong record of building relationships with diverse stakeholders, including community partners, funders, and cross-sector collaborators.
- Clear commitment to equity, inclusion, and authentic community engagement.
- Experience with collaborative or community-based initiatives; familiarity with collective impact or systems change approaches preferred.

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Employee Printed Name

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Employee Signature

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Date

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties to meet the ongoing needs of *honestly*.