



155 N Military Rd  
Oaks, OK 74359  
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December 2019

Dear Friends:

Oaks Indian Mission, Oaks, OK, is looking for a new Executive Director to provide leadership for this 219 year old organization dedicated to caring for children in a safe and stable foster-home like environment. The story of the Oaks Indian Mission begins with Moravian Missionaries who emigrated from Europe in the early to mid-1700s to what is now the Carolinas and Georgia to establish mission work among the Cherokee people. The Mission moved from Springplace, GA to Oklahoma when the Moravians came with the Cherokee people on the "Trail of Tears" in the early 19<sup>th</sup> century. In 1902, the Moravian mission passed its heritage on to the Danish Evangelical Lutheran Church. Today, Oaks Indian Mission is a ministry of the Evangelical Lutheran Church in America, though has supporters from a wide variety of people beyond the Lutheran church.

Over the past three years, Oaks Indian Mission has been in a period of transition and change that has left it stronger and better equipped to care for the children entrusted to us. During this time the administration of the Mission has been restructured, finances stabilized, and new and long-standing partnerships and relationships have been nurtured and grown. Recently, we have broken ground on a new cottage which will help us expand our care for children.

The job description for the Executive Director position is attached to this letter along with instructions for applying. We thank-you for prayerfully considering joining our ministry. We will be receiving applications through January 17, 2020. You can find out more about the history and ministry of Oaks Indian Mission at [www.oaksindianmission.org](http://www.oaksindianmission.org). Questions can be directed to the chair of the search committee, Bishop Mike Girlinghouse of the Arkansas-Oklahoma Synod, ELCA at [bishopmike@arokoffice.org](mailto:bishopmike@arokoffice.org).

Sincerely,  
Oaks Indian Mission Board of Directors

**Oaks Indian Mission**  
*Executive Director Search*

Oaks Indian Mission (OIM), often called an "Oasis of Grace," is located in the heart of the Cherokee Nation in northeastern Oklahoma. The Mission cares for abused, abandoned, or neglected Native American children from a variety of tribes. Our mission is to provide these children in need with a safe and stable foster home-like environment to grow and mature in God's love.

Oaks Indian Mission is a 501 (c)(3) residential childcare facility licensed by Oklahoma Department of Human Services.

Position Description:

The Executive Director (ED) is the face of the mission. Fundraising and development are the primary emphases of the position.

Responsibilities:

In pursuit of fundraising and development, the ED will:

- Build relationships with funding partners (donors, congregations, synods, tribal leaders, etc.)
- Pursue and write grants
- Share the story of the Mission in person and in writing
- Present the annual development plan with fundraising goals to the board for approval
- Oversee development staff, volunteers, and board efforts.

The ED will spend about 70% of time away from the Mission doing development, fundraising, and building relationships. The remaining 30% of time will be on campus engaged in administrative duties and relationship-building with the children and staff.

The ED will work collaboratively with the Campus Director, who is responsible for the day-to-day operations of OIM. The ED will have oversight of the staff and will make the final decisions on staffing issues.

The ED, along with the Campus Director, will develop and encourage respect and appreciation for Native American ceremonies and traditions.

The ED will maintain relationships with Lutheran and Native American organizations, including, but not limited to:

- Evangelical Lutheran Church in America (ELCA)
- Native American and Alaskan Native Association
- Lutheran Services in America
- Lutheran Social Services (regional)
- Other Lutheran organizations
- Professional Fundraising foundations/networks

The ED is responsible for the implementation of Board policies and strategies. The ED will report to the Board of Directors, at its quarterly meetings.

Desired Characteristics:

We are looking for a leader who:

- Has a heart for children
- Is a person of faith who has an appreciation of Lutheran theology, culture, and traditions
- Is willing to talk about money and understands money through a lens of grace, gifts, and gratitude
- Has an appreciation of and interest in Native Indian culture and traditions.

The ED must have proven leadership skills and express a commitment to the mission of Oaks Indian Mission. There is a preference that the ED is a rostered leader in the ELCA.

Oaks Indian Mission is an equal opportunity employer. Salary and benefit package commensurate with experience will be negotiated.

Please submit:

- Cover letter
- Resume
- Rostered Leader Profile (if an ordained ELCA pastor or deacon)
- Names and contact information for three professional references
- Writing sample of your own work

To Bishop Michael Girlinghouse at: [bishopmike@arokoffice.org](mailto:bishopmike@arokoffice.org)