



Position Title: Executive Director

Organization: Convenience Distributors of Oklahoma (CDO)

Location: Remote (Oklahoma-based preferred)

Employment Type: Part-Time (Independent Contractor)

Overview:

The Executive Director (ED) serves as the chief executive and administrator of the Convenience Distributors of Oklahoma (CDO), a statewide trade association representing wholesale distributors and associate members. Reporting to the CDO Board of Directors, the ED is responsible for the strategic leadership, financial health, and day-to-day operations of the association. This is a part-time, remote role offering flexible hours and an opportunity to work directly with leaders across Oklahoma's convenience and distribution industry.

Key Responsibilities:

Leadership & Strategic Management

- Provide visionary leadership and organizational oversight in alignment with the mission and long-term strategy of CDO
- Collaborate with the Board of Directors on governance, policy development, and strategic planning
- Serve as a liaison between the Board, members, sponsors, and national associations
- Represent CDO professionally in all matters, including public, political, and industry settings

Financial Management

- Develop and manage the annual operating budget across three financial accounts: Operating, PAC, and Scholarship Program
- Reconcile monthly statements, track income/expenses, and prepare documentation for CPA and annual tax filings
- Prepare 1099 forms, oversee payments to vendors and consultants, and coordinate all banking functions
- Utilize QuickBooks (or similar tools) for accurate recordkeeping and reporting

Compliance & Regulatory Oversight

- Maintain and file all necessary documentation with the Oklahoma Ethics Commission related to PAC activities
- Ensure full compliance with IRS, state, and federal guidelines and regulations

Event & Program Management

- Plan and execute CDO events, including the annual golf tournament, trade show, and membership meetings
- Schedule and coordinate CDO Board of Directors meetings
- Develop fundraising strategies and manage sponsorship engagement

Communication & Member Engagement

- Lead communication efforts to members and associate partners, including newsletters and updates
- Maintain and update the CDO website in partnership with Brown Consulting
- Cultivate positive relationships with stakeholders, sponsors, and members to strengthen the association's visibility and value

Skills & Qualifications:

- Demonstrated leadership and organizational management experience (association or nonprofit experience a plus)

CONVENIENCE DISTRIBUTORS OF OKLAHOMA
PO Box 32457, Edmond, Oklahoma, 73003



- Ability to work independently with minimal supervision
 - Proficiency in financial software such as QuickBooks and Microsoft Office Suite
 - Familiarity with political action committees (PACs) and ethics reporting preferred
 - Strong written and verbal communication skills
 - Experience managing events and working with boards or committees
 - High level of discretion, integrity, and professionalism
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Work Environment & Equipment:

- Work-from-home setup required with space to store association files (file cabinet provided)
 - Must own a computer or laptop with internet access
 - Some local travel may be required for events or meetings
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Compensation:

This is a part-time, contract-based position with a competitive hourly rate, to be determined based on experience.