

Job Title	Executive Director
Employer/ Agency	PAIR Houston
Job Description	<p>PAIR seeks a motivated, talented individual to lead a dynamic non-profit organization. With over 200 regular volunteers, PAIR empowers more than 400 refugee youth each year to reach their full potential through educational programs and mentoring. PAIR plays a critical role in the lives of young people who must navigate a new culture, educational system, and language.</p> <p>PAIR has a strong foundation of advisors, board members, staff, volunteers, and relationships with key community groups built over the last 10 years. PAIR enjoys the financial support of many foundations and individual donors. And PAIR has tremendous potential for continued growth to meet the needs in the community.</p> <p>Roles and responsibilities</p> <p>The Executive Director will report directly to the Board of Directors. Key responsibilities include:</p> <ul style="list-style-type: none">• Supervising the design, implementation, oversight, improvement, and evaluation of our educational programs• Executing a development plan, including cultivating relationships with individual donors and foundations and organizing an annual fundraising event• Advancing partnerships with like-minded institutions• Executing PAIR's multi-year strategic plan and working with the Board to revise the plan as needed• Overseeing a staff of three program managers, and Americorps VISTA, and five part-time workers• Managing a budget and providing operational and financial reports to the Board• Grant writing and reporting to stakeholders• Serving as PAIR's representative in the community to foster an understanding of the needs of young refugees and the role of PAIR's programs in meeting those needs
Qualifications	<p>Skills and qualifications:</p> <p>The ideal candidate will have</p> <ul style="list-style-type: none">• 3-10+ years of work experience in administration, strategic development and execution, fundraising, education and/or international issues• a minimum of a bachelor's degree• a high degree of motivation• a track record of success in other endeavors• an ability to coach and develop others and provide training and support

	<ul style="list-style-type: none"> • an ability to relate to a variety of people with an appreciation of diversity and commitment to cross-cultural understanding • a strong commitment to PAIR's mission of helping refugees adjust to and flourish in their new community.
Salary/Hours	The salary range for this full-time position is \$55,000-63,000 plus health, dental, vision and life insurance
Employer/Agency	PAIR Houston
Address	8303 Southwest Fwy, Suite 718
City, State, Zip	Houston, TX 77074
Contact Person	Christina Triantaphyllis
Contact Title	Board President
Telephone Number	713-771-1111
Email Address	jobs@pairhouston.org
Application Method	Please send a cover letter and resume to Christina Triantaphyllis, President, PAIR Board of Directors at jobs@pairhouston.org
Opening Date	ASAP

To post a job opportunity or if your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at mswjobs@central.uh.edu with the hiring details of your new job opportunity. Thank you.

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