

Job Title	Executive Director
Employer/ Agency	The Women's Home
Job Description	<ul style="list-style-type: none"> • Collaborate with TWH's Board of Directors (Board) and key committees to develop the policy and direction of the organization. Ensure members of the Board of Directors have the information necessary to perform their fiduciary duties and governance responsibilities. • Create, reinforce, and provide overall leadership to execute TWH's mission, vision and strategic direction. • Manage TWH programs, staffing, resource allocation and financial health. • Build strong, cooperative relationships with applicable mental health, substance abuse. Homeless agencies / providers and policy makers, donors, foundations and community. • Oversee all the operations at TWH to ensure the highest quality of service is provided. • Create and promote an organizational culture to enable TWH employees to perform their best, by providing strong leadership and direction. <p><u>Leadership and Strategies</u></p> <ul style="list-style-type: none"> • Champion the mission and core values to the Board, staff, donors, supporters, United Way and community. • Develop and communicate vision for the future, strategic goals and plans to The Board, staff, donors, supporters and community. • Develop and execute a sustainable funding strategy and methodology. • Be a prominent and proactive advocate and spokesperson for TWH, communicating a compelling and inspiring vision. • Be proactive in identifying and prioritizing the significant community needs, i.e., mental health, substance abuse treatment, homelessness, etc. • Strengthen and grow TWH programs: assure high standards for program outcomes and evaluations. • Develop a culture and organization at TWH of collaboration, teamwork, inclusion and appropriate delegation and dispersion of power. • Ensure staff set effective and productive goals, identifying and leveraging best practices. <p><u>Fund raising / Resource Development</u></p> <ul style="list-style-type: none"> • Develop and implement fund raising systems and strategies that meet TWH financial, program and operational goals. • Develop, cultivate, nurture and maintain successful relationships with multiple funding sources such as United Way, individual and corporate donors, government agencies, foundations, etc. to further philanthropic goals. • Maintain a methodology for proactive, sustainable fundraising through events, foundations, government sources, corporations, private donors and community partners.

- Maintain a system for tracking corporate, individual and foundation supporters.
- Develop an annual fundraising plan including cultivating additional new funding sources.
- Prioritize competing projects or events.
- Ensure Brand standards are followed by staff and volunteers.

Community and Board Relationships

- Be an articulate and effective advocate and spokesperson for TWH.
- Proactively cultivate strong internal and external relationships with the Board, TWH Staff, supporters, funders, potential donors, foundations, local businesses, state and local government and the media.
- Keep the Board informed of all matters relating to TWH.
- Ensure that any decisions by the Board are implemented throughout TWH organization.
- Maintain strong ties to the community, government and neighborhood in which TWH resides.
- Raise the profile and enhance the branding of TWH.

Fiscal Control and Management

- Foster a strong culture at TWH that values accountability and collaboration among its employees.
- Work with the Board and Finance Committee to oversee, develop and manage the Strategic Plan, Annual Plan, and the operating budget to ensure sound fiscal responsibility.
- Maintain financial control to manage expenses and meet budget targets.
- Ensure financial best practices are identified, communicated, and monitored within TWH.
- Enhance staff performance through effective leadership, coaching, and problem solving.
- Clearly and consistently delegate appropriate responsibility levels.
- Insure adherence to United Way and government fiscal policies and accounting practices.
- Maintain good management policies and procedures for the day-to-day operation of TWH.
- Recruit, retain, manage and empower a capable and dedicated management team.
- Maintain and update all policies and procedures and ensure adherence.

Program Management

- Monitor program performance goals to ensure resources are utilized appropriately and are financially viable.
- Confirm operating policies are appropriate for the Whole life® Program.
- Maintain systems essential to effective administration of program operations.
- Maintain rehabilitation and supportive housing programs with appropriate accreditation and licensing.
- Regularly monitor standards, laws, effectiveness, and overall efficiency of the supportive housing programs.

Qualifications	<ul style="list-style-type: none"> • Prefer experience as a nonprofit Executive Director/CEO with significant years of progressively responsible leadership roles in health or behavioral health, community development or a multiservice agency. • Prefer Masters or PHD degree in health or behavioral health field, management or a related field. • Prefer experience creating and implementing fund development strategies and systems.
Salary/Hours	TBD
Employer/Agency	The Women's Home
Address	607 Westheimer Rd
City, State, Zip	Houston, TX 77006
Contact Person	Recruiting Department
Email Address	TWHSearchCommittee@gmail.com
Application Method	Email resume
Opening Date	1/10/17

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