

Job Title	Part-time Executive Director
Employer/ Agency	West Houston Leadership Institute
Job Description	<p>The Executive Director is the key management leader of the non-profit. The Executive Director is responsible for overseeing the administration, programs and strategic plan of the organization. Other key duties include fundraising, marketing, and community outreach. The position reports directly to the Board of Directors.</p> <p>GENERAL RESPONSIBILITIES:</p> <p>1) <u>Board Governance</u>: Works with board in order to fulfill the organization mission.</p> <ul style="list-style-type: none"> • Responsible for leading the non-profit in a manner that supports and guides the organization's mission as defined by the Board of Directors. • Responsible for communicating effectively with the Board and providing, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions. <p>2) <u>Financial Performance and Viability</u>: Develops resources sufficient to ensure the financial health of the organization.</p> <ul style="list-style-type: none"> • Responsible for the fiscal integrity of the non-profit to include submission to the Board of a proposed annual budget and monthly financial statements, which accurately reflect the financial condition of the organization. Would work directly with the Board Treasurer. • Responsible for fiscal management that generally anticipates operating within the approved budget, ensures maximum resource utilization, and maintenance of the organization in a positive financial position. • Responsible for fundraising and developing other resources necessary to support the non-profit's mission. <p>3) <u>Organization Mission and Strategy</u>: Works with board and staff to ensure that the mission is fulfilled through programs, strategic planning and community outreach.</p> <ul style="list-style-type: none"> • Responsible for implementation of the non-profit's programs that carry out the organization's mission. • Responsible for strategic planning to ensure that the non-profit can successfully fulfill its Mission into the future. • Responsible for the enhancement of the non-profit's image by being active and visible in the community and by working closely with other professional, civic and private organizations. <p>4) <u>Organization Operations</u>. Oversees and implements appropriate resources to ensure that the operations of the organization are appropriate.</p> <ul style="list-style-type: none"> • Responsible effective administration of the non-profit operations. • Responsible for the hiring and retention of competent, qualified staff. • Responsible for signing all notes, agreements, and other instruments made and entered into and on behalf of the organization. <p>Additional Job Responsibilities:</p> <ol style="list-style-type: none"> 1. Planning and operation of annual budget in concert with the Board of Directors. 2. Establishing administrative policies and procedures for the day-to-day operation of the nonprofit. 3. Serving as the non-profit's primary spokesperson to the organization's constituents, the media and the general public. 4. Establish and maintain relationships with various organizations throughout the state and utilize those relationships to strategically enhance the non-profit's Mission.

	<ol style="list-style-type: none"> 5. Report to and work closely with the Board of Directors to seek their involvement in policy decisions, fundraising and to increase the overall visibility of the Foundation throughout the State. 6. Supervise, collaborate with organization staff. 7. Strategic planning and implementation. 8. Oversee organization Board and committee meetings. 9. Oversee marketing and other communications efforts. 10. Review and approve contracts for services. 11. Other duties as assigned by the Board of Directors.
Qualifications	<ul style="list-style-type: none"> • A bachelor's degree or equivalent experience required • Long time Houstonian or surrounding area resident • Civic Leadership Program experience as participant or staff • Well-connected to corporate and educational community • Transparent and high integrity leadership • Five or more years nonprofit management experience
Salary/Hours	Competitive salary offered and will be commensurate with experience and other qualifications. Salary based on part-time* level at onset, growing to a full-time position at some point in the future. Anticipated hours not to exceed 20 hours per week but may be based on no more than 100 hours per month.
Application Method	Resumes, cover letters and references will be accepted. To apply for this position, please email your resume and letter of interest to <u>rdgraham@gmail.com</u> .
Opening Date	immediately

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.