

Job Title	Executive Director
Employer/ Agency	Angela House
Job Description	<p>The Executive Director serves as the Chief Executive Officer of Angela House and is responsible for both the strategic direction and daily operations of the organization. Reporting to the Board of Directors, this position is accountable for the advancement of the Angela House mission and leading its staff, programs, fundraising, budget, and community partnerships.</p> <p>Principal Duties and Responsibilities</p> <p><u>Leadership and Management:</u></p> <ol style="list-style-type: none"> 1. Ensure programmatic excellence and rigorous program evaluation for Angela House residents. 2. Manage and oversee our financials, administration and facilities. 3. Lead fundraising and communications initiatives and implement strategies to grow both our financial goals and standing in the community. 4. Actively engage and energize volunteers, board members and donors. 5. Identify opportunities for enhancing coordination and cooperation with partner agencies. 6. Develop, maintain and support a strong Board of Directors, serve as ex-officio of each committee, and seek and build Board involvement with strategic direction. 7. Lead, coach, develop and retain high performance management team. 8. Ensure effective systems to track resident and graduate progress, and regularly evaluate program components to measure successes that can be communicated to the board, donors and other constituents. 9. Continue collaboration with Archdiocesan leadership. <p><u>Fundraising and Communications:</u></p> <ol style="list-style-type: none"> 1. Act as the main spokesperson and ambassador of Angela House and speak to a diversified group of donors, partners, civic leaders, etc. about the organization's history, mission, and goals. 2. Expand revenue-generating and fundraising activities to support existing program operations. 3. Use external presence and relationships to garner new opportunities to support program expansion. 4. Manage community outreach and public relations activities to support and enhance the mission of Angela House. 5. Prepare and present reports to Board members and donors. 6. Advance the use of technology and social media to communicate to current and new supporters. <p><u>Planning & New Business:</u></p> <ol style="list-style-type: none"> 1. Build partnerships and establish relationships with donors and political and community leaders. 2. Be an external presence that communicates program results with an emphasis on the need for services for formerly incarcerated women. 3. Grow the advocacy element of our mission and develop resources to assist supporters in promoting our programs when speaking and meeting with lawmakers and leaders of our community.

Qualifications	Concrete demonstrable experience and other qualifications include: <ul style="list-style-type: none"> • Advanced degree preferred, ideally an MSW or Master’s Human Services, with at least 10 years of senior management experience and a track record of effective nonprofit leadership; • Experience working in or with an organization that provides rehabilitation and counseling services; • Ability to point to specific examples of having developed and operationalized strategies that have taken an organization to the next stage of growth; • Excel in organizational management with the ability to supervise, manage, and develop high performance teams, set and achieve strategic objectives and manage a budget; • Strong marketing, public relations and fundraising experience with the ability to engage a wide range of stakeholders and cultures; • Past success working with a Board of directors with the ability to cultivate existing board member relationships; • Strong written and verbal communication skills; a persuasive and passionate communicator with excellent interpersonal and multidisciplinary project skills; • Commitment to quality programs and evidence-based program evaluation; • Ability to work effectively in collaboration with diverse groups of people; • Passion, idealism, integrity, positive attitude, mission-driven and self-directed.
Salary/Hours	Full-Time
Employer/Agency	Angela House
Address	3725 Reed Rd.
City, State, Zip	Houston, TX 77087
Contact Person	Loubel Galik
Telephone Number	713.807.1411 ext 109
Email Address	Lgalik@sterlingandassociates.com
Application Method	Interested applications please send resume and cover letter to lgalik@sterlingandassociates.com.
Opening Date	Accepting applications now

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