

Job Title	Houston Executive Director
Employer/ Agency	First3Years
Job Description	<p>First3Years seeks to hire a full-time Houston Executive Director to deepen the organization's mission and impact in the Houston area. Key duties include: supporting program development, building key relationships with agency partners, members and the philanthropic community; assessing and developing priority focus areas for generating public awareness and collaboration to support the critical importance of healthy development for infants, toddlers, and their families.</p> <p><u>Job Duties:</u></p> <ul style="list-style-type: none"> • Manages all aspects of the business and day-to-day operations of First3Years Houston office activities. • Reports to the CEO. Attends Board and Committee meetings as required by the CEO • Assists the CEO and Board of Directors in the recruitment and retention of board members from the Greater Houston area. • Assists in the development of a strategic plan for the organization. Works with the CEO to ensure that all aspects of the strategic plan are carried out. • Prepares, or causes preparation of, operational plans for the Houston area. • Assists CEO and Director of Advancement in securing funding from foundations, corporations, individuals, etc. Insures compliance with all secured grants. Completes grant reporting as defined by funder. • Assists Director of Professional Development in evaluating local workforce development and training needs. • Builds and maintains ongoing relationships with professionals, legislators, state and local agencies, and caregivers of young children and their families. Works to connect the needs, concerns, issues of providers, regional networks, families, and communities to policy initiatives. • Attends statewide and local meetings, events, and conferences as needed or as required to carry out the mission of First3Years. • Provides training and presentations on First3Years' areas of expertise as needed. Maintains training documents, records, reports and event management in compliance with First3Years web-based protocol. • Prepares, or causes preparation of, the annual operating budget for the Houston Area and submits to First3Years CEO review and approval. Prepares supplemental budgets and updates as needed during the year. • Recruits, hires, orients, trains, manages, motivates, evaluates and terminates additional staff or volunteers of First3Years as necessary. • Stays current with national and state trends and policies that could impact Infants and toddlers of Texas. • Seeks out speaking opportunities across Texas and serves as an advocate for furthering the goals of First3Years. • Works with established and yet to be established First3Years committees and the Houston Chapter Leadership to achieve stated goals and objectives

	<p>of First3Years.</p> <ul style="list-style-type: none"> • Performs other duties as needed and as assigned by the CEO.
Qualifications	<ul style="list-style-type: none"> • Graduation from an accredited college or university with a Bachelor’s degree. Advanced degree preferred. • Experience as an Executive Director or senior manager of a nonprofit organization. Will consider senior management experience in private or public sector. • Experience working in the infant mental health or early childhood • Knowledge of legislative process and advocacy experience preferred. • Experience working in collaborative or partnership situations. • Proven success or track-record in fundraising and marketing for a nonprofit organization. <p>Knowledge & Skills:</p> <ul style="list-style-type: none"> • Knowledgeable of early childhood partners and priorities in Houston • Understandings of Houston non-profits and funders • Strong public speaking skills required including the ability to speak in front of large groups and the ability to convey passion for the cause in a credible and professional manner. • Effective listening and strong verbal and written communication skills. • Ability to interact comfortably with diverse people at all different levels – from corporate and elected leaders to front line staff in programs - and from rural to urban dwellers. • Strong interpersonal skills to build partnerships, collaborations, networks and cause people to work together to achieve common outcomes. • Meeting facilitation and negotiation skills. Experience working with a Board and/or Advisory Committee. • Basic Accounting and financial management skills. • Experience in fundraising/grant-writing. • Strong level of initiative and detail. • Ability to work independently and as a team member. • Considered dependable and flexible. • Experience with a start-up organization or program preferred. • Entrepreneurial skills desired. • Infant Mental Health Endorsement at Level II, III, or IV • Proficiency with computers, website development and maintenance, Word processing, Excel, PowerPoint, and Quickbooks software. • Possession of valid driver’s license
Salary/Hours	Full Time
Employer/Agency	First3Years
Address	Main Office: 15851 Dallas Parkway, # 106
City, State, Zip	Addison, TX 75001 *PLEASE NOTE* This position will be located in Houston.*

Contact Person	Ashley Borthick
Contact Title	Engagement Coordinator
Telephone Number	469-763-5511
Email Address	aborthick@first3yearstx.org
Application Method	E-mail: Resume and Cover Letter to aborthick@first3yearstx.org
Opening Date	Currently Open

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