

Job Title	Executive Director
Employer/ Agency	PAIR: Partnership for the Advancement & Immersion of Refugees
Job Description	<p>PAIR (Partnership for the Advancement & Immersion of Refugees) provides educational mentorship to refugee youth in middle and high school in the Houston area. The work is both challenging and very rewarding. After several years of growth, this role is an exciting opportunity to continue to expand the organization's impact in terms of both quantity and quality. Please see the attached job description.</p> <p>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	<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	\$55,000-65,000 Benefits include: Health and dental insurance; vacation and sick leave
Employer/Agency	PAIR: Partnership for the Advancement & Immersion of Refugees
Address	
City, State, Zip	
Contact Person	Christina Triantaphyllis
Contact Title	President, PAIR Board of Directors
Telephone Number	
Fax Number	
Email Address	jobs@pairhouston.org
Application Method	Email cover letter and resume
Opening Date	

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