**Job Title** | Executive Director  
---|---  
**Employer/ Agency** | Today’s Harbor for Children  
**Job Description**  

Executive Director of a children’s residential community.  
**Leadership**  
- **•** Implement the Mission: Today’s Harbor for Children champions children most in need of a safe harbor by providing a nurturing environment and educational support to realize healthy and fulfilling lives.  
- **•** Implement the Vision: Today’s Harbor for Children envisions providing a loving home and creating a hopeful future for every child in Texas.  
- **•** Provide overall organizational leadership to create and maintain the desired environment for the children in our care, our staff and our volunteers.  
- **•** Serve as the face of the organization in all settings, whether public or private. Board of Directors  
  - **•** Report to and be held accountable by the Chairman of the Board.  
  - **•** Implement the policies established by the board.  
  - **•** Work with the board to develop and implement a strategic plan and long-range plan.  
  - **•** Prepare and present written and oral Executive Director’s report at board meetings.  
  - **•** Ensure that directors are notified of board meetings and sent minutes, the agenda, and reports approximately one week in advance of board meeting.  
  - **•** Serve as a non-voting member of the board; attend board meetings.  
  - **•** Assist in educating board members about the child welfare system in Texas and its ramifications for Today’s Harbor for Children.  
  - **•** Serve as liaison between board and staff.  
  - **•** Serve as staff liaison to various board committees, e.g., finance, development, and program.  
**Program**  
- **•** Provide leadership and oversight of Campus Director’s activities.  
  - **•** Work closely with Campus Director to ensure that the organization meets and maintains all State compliance standards and accreditation requirements.  
  - **•** Develop and maintain professional relationships with lead personnel at State Department of Family Protective Services for betterment of the Harbor’s service delivery.  
  - **•** Ensure that all reports required by the State are submitted on time.  
  - **•** Be available to take part in interviews of potential house parents and related personnel.  
  - **•** Assess current program functions and aid in the development of new training opportunities.  
  - **•** Maintain, model and encourage a friendly, helpful relationship with similar child placing agencies across the state.  
  - **•** Serve as an informal source of referrals by networking among friends, acquaintances and other potential sources.  
**Finance**  
- **•** Work with Treasurer, Finance Committee, and staff to develop the annual budget.  
  - **•** Consult with staff as to any changing needs of administration and program.  
  - **•** Present preliminary budget to Board of Directors by April 15 each year, to be adopted no later than the June board meeting of the same year.  
  - **•** Implement approved budget at beginning of new fiscal year.  
  - **•** Arrange for bookkeeping, accounting and auditing services.  
  - **•** Arrange for regular accounting reports to board.  
  - **•** Practice good stewardship of funds.  
  - **•** Identify areas for cost savings and demonstrate methods of minimizing expenses.
whenever possible.
• Ensure that invoices are properly reviewed, approved, and initialed prior to payment.
• Review employee time sheets and payroll.
• Monitor employee Paid Time Off – such as vacation, sick, and personal time.

**Development** • Oversee fundraising activities of Today’s Harbor for Children.
• Represent and promote the organization in the community to raise awareness and grow funding sources.
• Work with Development Director to create and implement an annual development plan.
• Participate in solicitation meetings with donor prospects including corporations, foundations, and individuals.
• Assist with donor acknowledgment.
• Network to create opportunities with current and potential donors.

**Marketing** • Be available to speak, make presentations, and distribute promotional materials at area civic, social, and church events to raise awareness and increase referrals.
• Coordinate a cost-effective marketing plan with the Communications Manager under supervision of the Development Director.

**Human Resources** • Identify positions needed for optimum operation of Today’s Harbor for Children.
• Provide leadership and supervision to staff.
• Create and update job descriptions.
• Be responsible for recruiting and retaining appropriate staff.
• Be willing to dismiss staff if necessary.
• Conduct timely and meaningful staff reviews.
• Implement and update the organization’s Policies and Procedures relating to employment as necessary.
• Ensure that all staff licensure is current.
• Establish new-employee orientation procedures, including information about insurance and savings plans.
• Provide for ongoing staff training for professional and personal growth.

**Qualifications**
Bachelor’s degree from a four-year, accredited college or university; master’s degree preferred
• Minimum five years’ experience in positions showing increased responsibility
• A passion for the well-being of children regardless of backgrounds and circumstances.

**Salary/Hours**
Full Time

**Employer/Agency**
Today’s Harbor for Children

**Address**
514 Bayridge Road

**City, State, Zip**
La Porte, TX 77571

**Contact Person**
Peggy Roe

**Contact Title**
Interim President

**Telephone Number**
713-688-6262

**Fax Number**
281-471-4396

**Email Address**
PeggyRoe@gmail.com

**Application Method**
Please send a cover letter and resume to PeggyRoe@gmail.com

**Opening Date**
Immediate

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.