

<b>Job Title</b>	Executive Director
<b>Employer/ Agency</b>	Partnership for the Advancement and Immersion of Refugees
<b>Job Description</b>	<p>The Executive Director reports to the Board of Directors (BoD) and is responsible for the organization's achievement of its strategic goals and financial objectives. The Executive Director will manage PAIR's staff and corps of volunteers, develop relationships with other community organizations, fundraise, and lead strategic planning activities, including program development and expansion. The Executive Director is primarily responsible for ensuring the quality and safety of PAIR's programs and delivering positive outcomes for all program participants.</p> <p>General:</p> <ol style="list-style-type: none"> <li>1. Support the Board of Directors and guide the organization's strategic vision.</li> <li>2. Ensure implementation of policies and procedures.</li> <li>3. Keep abreast of significant policy developments that impact the refugee community.</li> <li>4. Maintain relationships with leaders in the Houston refugee and non-profit community.</li> <li>5. Lead development of program, organizational, and financial plans with the BoD and staff.</li> </ol> <p>Board Relations:</p> <ol style="list-style-type: none"> <li>1. Support BoD recruitment, retention and development.</li> <li>2. Keep BoD fully informed of activities and the condition of the organization, and provide guidance and training as appropriate.</li> </ol> <p>Fundraising:</p> <ol style="list-style-type: none"> <li>1. Develop, implement and oversee fundraising plans to grow/maintain organizational resourcing.</li> <li>2. Oversee contract management, performance, reporting and billing.</li> </ol> <p>Accounting and Finance Management:</p> <ol style="list-style-type: none"> <li>1. Oversee relationships with external bookkeepers and grant contracts.</li> <li>2. Oversee the submission of related documentation, including preparing for, and participating in, financial reviews, auditing of funds, and overseeing effective record keeping.</li> </ol> <p>Communications:</p> <ol style="list-style-type: none"> <li>1. Oversee communications and marketing planning</li> <li>2. Publicize activities and communicate PAIR's vision and accomplishments to agencies, organizations, and the general public.</li> </ol>

	<p>3. Participate in community events, meetings, conferences, and other functions as PAIR's representative and spokesperson.</p> <p>4. Develop strategic partnerships with other organizations.</p> <p>5. Work with staff to maintain PAIR's newsletter and website, and develop new media opportunities.</p> <p>Staff Relationships and Development:</p> <ol style="list-style-type: none"> <li>1. Create an environment of awesome fun.</li> <li>2. Recruit and supervise staff, including 6 current direct reports.</li> <li>3. Maintain a culture that attracts, retains, and motivates a diverse, top-quality staff.</li> <li>4. Build and sustain a hiring talent pool through strategic partnerships, including university and non-profit internships.</li> </ol> <p>Program Management:</p> <ol style="list-style-type: none"> <li>1. Ensure program safety at all times.</li> <li>2. Supervise program officers and provide guidance including: partnership and program development; professional development; monitoring and evaluation, reporting, developing improvements based on assessments at the end of each semester.</li> <li>3. Maintain positive relationships with community participants, including the family and friends of PAIR students. Ensure PAIR's operations are well understood and supported by community participants.</li> </ol>
<b>Qualifications</b>	<p>Qualifications:</p> <ol style="list-style-type: none"> <li>1. Minimum of seven years of non-profit experience, demonstrating successive growth in leadership roles.</li> <li>2. Knowledge of, and experience directly working, with refugee and/or immigrant communities.</li> <li>3. Five years of experience managing direct reports/staff teams.</li> <li>4. Demonstrated ability to build relationships with varied community groups, including donors, volunteers, and BoD.</li> <li>5. Experience growing and scaling programs that serve youth; experience with out-of-school time programs is preferred.</li> <li>6. Minimum of three years in budgetary management, including contract compliance.</li> <li>7. Minimum of three years of experience in program development, including grant writing/oversight.</li> <li>8. Experience using Quickbooks, Excel, Salesforce and presentation tools is a plus.</li> </ol> <p>Physical Requirements</p> <ol style="list-style-type: none"> <li>1. Ability to interact in-person with other individuals in both indoor and outdoor environments.</li> <li>2. Ability to work 40 hours per week.</li> </ol>

	<ul style="list-style-type: none"> <li>3. Ability to remain stationary, either standing or sitting for two hours.</li> <li>4. Ability to use your hands in a coordinated way to grasp, push and manipulate objects.</li> </ul>
<b>Salary/Hours</b>	Commensurate with experience, starting at \$60,000. Salary package includes health, dental, vision and short-term disability insurances as well as a generous paid leave package. Office hours are 9 am – 5 pm with regular community meetings that fall outside of this schedule.
<b>Address</b>	3300 Chimney Rock, Suite 105
<b>City, State, Zip</b>	Houston, TX 77056
<b>Contact Person</b>	Meredith Kottler
<b>Contact Title</b>	Board of Directors Co-chair
<b>Telephone Number</b>	713-771-1111 (office)
<b>Email Address</b>	<a href="mailto:board@pairhouston.org">board@pairhouston.org</a>
<b>Application Method</b>	To apply: Please send your cover letter, résumé and three references to <a href="mailto:board@pairhouston.org">board@pairhouston.org</a> , including your first and last name and *Executive Director in the subject line.
<b>Opening Date</b>	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](mailto:mswjobs@central.uh.edu) with the hiring details of your new job opportunity. Thank you.