

Job Title	Executive Director
Employer/ Agency	Daya, Inc.
Job Description	<p>Daya, founded in 1996, is a Houston-based 501C(3) organization whose mission is to support South Asian women, their children and families who are trying to break the cycle of domestic and sexual violence and reclaim their lives. Daya's approach fosters individual freedom and respect leading to healthy families. For more information about Daya, please visit our website at www.dayahouston.org.</p> <p>Daya is seeking an Executive Director (ED) committed to promoting gender justice and safety for women and children affected by violence, with the ability to work collaboratively with the Board of Directors, staff and a team of volunteers. The position involves implementing the policy directives of the Board of Directors while providing a visionary approach to organizational development, with primary oversight of all organizational areas including managing a budget of over \$400,000 and a staff of approximately six members.</p> <p>The individual applying for this position must be a leader who is results-driven, resourceful, highly organized team builder with excellent written and verbal communication skills, and with the flexibility to put in some evening and weekend hours.</p> <p style="text-align: center;">ESSENTIAL JOB DUTIES</p> <p>ORGANIZATIONAL DEVELOPMENT:</p> <ul style="list-style-type: none"> • Uphold and advance the mission, vision and values of Daya. • Collaborate with the Board of Directors in developing, establishing, and evaluating programs and initiatives, setting strategic goals and effectively guiding employees in implementing programs and strategies to best meet the needs of Daya and those served by Daya. • Ensure that the organization and its mission, programs, services and staff are consistently presented in a strong, positive light. • Cultivate a staff culture that is supportive, trusting, challenging, energetic, diverse, and accountable to each other and the people they serve. • Assess and improve the organization's internal capacity to conduct Daya's programs and administration. • Make recommendations to the Board for program and/or strategy changes in order to meet programmatic goals; carry out implementation as approved. <p>FUND DEVELOPMENT:</p> <ul style="list-style-type: none"> • To be the 'face' of Daya throughout the community to identify, cultivate and maintain working relationships with various community leaders, youth leaders, professionals in various community service fields and individual stakeholders. • As the lead fundraiser, actively forge relationships with a broad spectrum of funding sources including corporations, public and private grant funders and individual contributors. • Take a leadership role in the annual fundraising gala (currently held in the spring of each year) and other publicity/fundraising events, seeking

- corporate sponsors, cultivating new individual donors.
- Manage the grants program by adhering to grant deadlines, identifying new potential grantors, writing and reporting of recurring and new grants.
- Encourage and empower the Board of Directors, staff and volunteers in their outreach and fund development activities.
- Assess fund development trends and progress and adjust strategies accordingly.

FINANCIAL MANAGEMENT:

- Guide Daya to achieve and surpass fundraising, cash flow and budget goals and objectives.
- Guide an annual budget process in collaboration with the board that promotes effective and efficient use of Daya's funds and other resources, and oversee implementation of the proposed budget. Ensure operational initiatives are within budgetary limits.
- Monitor and advice on the fiscal health and sustainability of Daya, annually and in long-term planning.
- Oversee the annual audit of financial records to ensure compliance with laws, contracts and policies.
- Ensure the timely and accurate recording of grant activities and agency compliance with grantor/contract guidelines and requirements.

ADMINISTRATION and PERSONNEL MANAGEMENT:

- Ensure alignment of staff, duties and resources to fulfill agency objectives.
- Provide timely, consistent supervision of staff in all programmatic areas in accordance with agency's personnel policies, procedures and practices.
- Manage personnel matters, including hiring, evaluation, staff development, disciplinary actions and recommendations for promotion or dismissal.
- Serve as the official liaison between the Board and staff and support the Board in execution of their governance responsibilities.
- Help create a positive staff environment and facilitate opportunities for professional development for staff.
- Ensure timely, accurate and regular submission of internal programmatic status reports, personnel evaluations and goals, statistical reports and other required or requested documentation.
- Ensure maintenance and upkeep of Daya's operational manual(s), protocols, policies and procedures and agency's operational compliance with Board policies.
- Oversee development and implementation of all contracts and ensure compliance with legal requirements.

COMMUNITY RELATIONS:

- Represent Daya and be its primary spokesperson in the community. This will include public speaking in various venues at local, state and national level as well as radio and television, written communication via mail, email, newspapers, newsletters etc., participation in coalitions and conferences and networking with individual donors and supporters. Advocate on behalf of Daya's clients and enhance the agency's image and exposure in the community.

	<ul style="list-style-type: none"> • Develop and maintain partnership with mainstream and ethnic domestic violence and sexual assault service agencies, South Asian advocacy groups, legal and law enforcement entities and other professional groups to advance the agency’s mission and values.
Qualifications	<ul style="list-style-type: none"> • Bachelor’s degree preferably in Social Service, Business Administration, Non-profit management or related field or a combination of relevant education and experience performing duties and responsibilities of the position in a similar setting. (Equivalency formula: two years of experience is equal to one year of education). • A minimum of five years of progressively responsible experience in a not-for-profit executive leadership role, or related leadership experience. • Strong team building and leadership skills to effectively manage activities through vision, strategic planning and expertise. • Strong interpersonal and multi-disciplinary project management skills. • Effective communications and leadership skills to appropriately interact with board, staff, volunteers, funders, policy makers and constituents. • Strong written and verbal communication skills. • Demonstrated ability to multi-task and work under tight and/or changing timelines; disciplined leadership and time management skills to coordinate and prioritize activities, evaluate progress and provide feedback; and to reallocate resources to complete activities within a set deadline • Working knowledge of Windows Operating Systems, IOS, Apple and Microsoft Office applications. • Basic understanding of software as a service (Salesforce, Google Apps etc.) • Ability to work collaboratively with diverse communities in the Greater Houston region, including immigrants and refugees, faith-based groups, and different ethnic groups. • In-depth knowledge and understanding of South Asian culture and migration history combined, preferably, with the ability to speak in a South Asian language. • A passion for and commitment to ending violence against women in accordance with Daya’s mission, values, philosophy and practice.
Salary/Hours	Salary and benefits will be commensurate with non-profit industry norms and individual experience.
Employer/Agency	Daya, Inc.
Address	PO Box 571774
City, State, Zip	Houston, TX 77257
Contact Person	Bincy Jacob
Contact Title	Interim Executive Director
Telephone Number	713-981-7645
Email Address	hr@dayahouston.org

Application Method

Please send a chronological resume along with the filled application and cover letter to Bincy Jacob, Interim Executive Director and ED Search Committee Chair at HR@dayahouston.org, explaining: (1) What experience, skills, and personal characteristics qualify you for this position; (2) Why the mission and work of Daya appeals to you; and (3) why the Executive Director position at Daya is the right step for you in your career. Resumes alone without the application and cover letter will not be considered.

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.