

April 28, 2011

**University of Houston
Graduate College of Social Work**

JOB OPPORTUNITY POSTING

Job Title: Executive Director

Employer/ Agency: Alliance for Multicultural Community Services

Job Description: The Alliance for Multicultural Community Services in Houston, Texas, is seeking a highly-qualified individual for Executive Director. The Alliance is a 501 (c) 3 organization providing resettlement and other services to refugees, immigrants and low-income residents of Harris County to enhance their cultural adjustment and self-sufficiency. The Executive Director reports to the Board Chair and the Board of Directors and is responsible for the development of the agency's mission and the consistent achievement of its goals and objectives.

The successful applicant has shown proven effectiveness in administration and management, including human resources, budgetary supervision, and resource development. He or she has demonstrated leadership abilities and is accustomed to working with a staff and a community of diverse background and should be able to:

- Articulate the mission of the organization, with the ability to inspire and encourage others to participate in the goals and objectives of the organization
- Instill a cooperative, team approach throughout the organization, maximizing collaboration with the Board of Directors and among staff members
- Encourage staff and volunteer development and education and assist program staff in relating their specialized work to the total program of the organization, maintaining a work climate that attracts, keeps, and motivates high performance from a diverse array of quality staff members
- Show proficiency at developing staff through the establishment of a performance evaluation system that includes goal-setting
- Provide leadership in ensuring that adequate funds for the agency are available to permit the organization to carry out its mission
- Be responsible for developing and maintaining sound financial practices and working with the staff, Finance Committee, and the Board of Directors to develop annual budgets, monitor actual financial results, and see that the organization operates within budget guidelines

Qualifications: Candidates must have a minimum of 5 to 10 years experience in a leadership position within a large non-profit or 5 years as executive director or president of a small non-profit. Multi-lingual is a plus.

Salary/Hours: DOE

Employer/ Agency: Alliance for Multicultural Community Services
City/State: Houston, TX
Contact Person: Sue Davis, Board Chair
Email: sue@suedavis.net

Application Method: For more information about the Alliance, please see our website at www.allianceontheweb.org. Resumes should be sent to Board Chair Sue Davis via e-mail at sue@suedavis.net or fax at 713-721-3147. No phone calls, please. The deadline for application is May 31, 2011.

Opening Date: Immediately

If your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at mswjobs@sw.uh.edu with the hiring details of your new job opportunity. Thank you