

# HARRIS COUNTY, TEXAS

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**Human Resources & Risk Management**  
1310 Prairie - Suite 400  
Houston, Texas 77002-2021  
Phone: (713) 755-3030 Fax: (713) 755-8869

**Employment & Training** (713) 755-5250  
**Benefits & Compensation** (713) 755-5117  
**Risk Management & Safety** (713) 755-8740  
**Hearing Impaired** (713) 755-6870

**ANNOUNCEMENT NUMBER: 14562-P**

**JOB TITLE:** Director 1

**DEPARTMENT:** Protective Services for Children and Adults  
BEAR (BE A Resource) for CPS Kids Program

**HOURS:** 8:00 a.m. – 5:00 p.m.  
Monday -- Friday  
Some Evenings and Weekends

**SALARY:** Will Be Discussed in Departmental Interview  
Plus Mileage Reimbursement  
Based On 26 Pay Periods

**EDUCATION:** Graduation from a four-year college or university in any discipline is required.

**EXPERIENCE:** The successful candidate must have at least three (3) years experience in management; experience in supervision of staff is preferred; demonstrated experience working successfully with board of directors and implementing successful fundraising activities.

**JOB SKILLS:** The position will require the incumbent to possess the ability to manage a growing operation with multiple sites and be self-motivated, creative and possess excellent people skills; must possess excellent oral and written communication skills and strong organizational skills.

**JOB DESCRIPTION:** Under the direction of the Executive Director, responsible for the overall direction and day-to-day operations and fiscal functions of the BEAR (BE A Resource for CPS Kids) Program. Provides overall responsibility for the BEAR organization and is directly responsible for its development; represents BEAR to the public and is responsible for moving the organization forward to install a programmatic approach to fundraising and event management related to fundraising. Responsible for board relations and interfaces with both county and state staff. Oversees staff who administer the BEAR programs including BEAR Necessities, BEARing Gifts and Back to School. Supervises BEAR staff and is responsible for eight locations: seven BEAR rooms and the warehouse. Leads and manage all fundraising activities, including event management, grant writing, and donor outreach. Provides leadership in implementing major BEAR functions such as the annual luncheon, PAL (Preparation for Adult Living) graduation party, Back to School, and Bearing Gifts program activities. Maintains positive relationships with funding sources, donors and volunteers. Develops promotional material and represents BEAR program and its mission to the public, media, funding sources, donors and volunteers. Works in partnership with the BEAR Board of Directors to develop and implement strategic plan and manage the annual budget. Prepares reports for the Board and participates in Board meetings

**EMPLOYMENT IS CONTINGENT UPON PASSING A BACKGROUND CHECK**

**CLOSING DATE:** Open Until Filled

05122011

**APPLY AT: 1310 PRAIRIE - SUITE 170**

**UPON RECEIVING A CONDITIONAL OFFER OF EMPLOYMENT, ALL APPLICANTS ARE SCREENED FOR THE PRESENCE OF ILLEGAL DRUGS.**