

Date Posted: May 23, 2011

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

**JOB OPPORTUNITY POSTING**

**Job Title:** Executive Director

**Employer/Agency:** Humble Area Assistance Ministries (HAAM)

**Job Description:** The Executive Director is responsible for the effective management and day-to-day operations of the organization. The Director is responsible, with the oversight of the Executive Board, for daily operations, financial management and fundraising, program development, human resource administration, community/public relations, strategic planning, and board development. Comprehensive job description at: <http://www.haaministries.org/EmploymentOpportunities.html>

**Qualifications:** Bachelors degree required. Advanced degree in Social Work or related field, or equivalent combination of education and experience, preferred. Successful candidate will have a minimum of 5-years experience serving as an Executive Director or Senior Assistant Executive Director within a nonprofit organization. Knowledge of leadership and management principles as they relate to nonprofit/voluntary organizations. Demonstrated success in the management of human resources, organizational operations and financial administration, and all aspects of fund development including grant writing.

**Salary/Hours:** Full-time. Excellent compensation commensurate with experience.

**Employer/Agency:** Humble Area Assistance Ministries  
**Address:** PO Box 14051  
**City, State, Zip:** Humble, TX 77347

**Contact Person:** Mr. Lupe Lopez

**Contact Title:** Search Committee Chair  
**Phone:** No phone calls, please.  
**Fax:**  
**Email:** llopez@epiconsultants.com  
**Application Method:** Electronic  
**Opening Date:** Early July

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Thank you*