

Date Posted: 01/19/12

**University of Houston  
Graduate College of Social Work  
JOB OPPORTUNITY POSTING**

**Job Title:** Executive Director

**Employer/Agency:** NARAL Pro-Choice Texas & NARAL Pro-Choice Texas Foundation

NARAL Pro-Choice Texas, a 501(c)(a) organization, and NARAL Pro-Choice Texas Foundation, a 501(c)(3) organization, serve as the preeminent reproductive rights and education focused organizations in Texas and chapter affiliates for NARAL Pro-Choice America. These organizations focus on working in tandem with one another to ensure that Texas families have the information needed and the right to make personal reproductive healthcare decisions. This important work is done through the collaboration of local and state legislative bodies, administrative agencies, lobbyists, families, volunteers, staff, community partners, and funders.

The headquarters for NARAL Pro-Choice Texas and NARAL Pro-Choice Texas Foundation is located in Austin, Texas. Visit us at [www.prochoicetexas.org](http://www.prochoicetexas.org).

**Job Description:** NARAL Pro-Choice Texas and NARAL Pro-Choice Texas Foundation now have a critical opening for the position of Executive Director of both organizations. The Executive Director, in partnership with each organization's respective Board, will be charged with continuing the key momentum of lobbying efforts and education outreach to elected officials, educators, and families in Texas. The Executive Director will provide highly visible and dynamic leadership to advance NARAL's mission in a challenging legislative environment for the benefit of Texas women and families. The visionary and strategic leadership of the Executive Director is essential to advance NARAL's mission and position in Texas, as

well as to draw support from potential funding sources.

Essential functions of the Executive Director include:

- o Agency Staff - build and strengthen staff and establish a cross-training and succession plan
- o Technology - advance the use of technology and social media to support internal/external communications, fundraising, data gathering, and reporting
- o Facilities - develop and implement an action plan to address facilities needs (rental of office and conference space)
- o Fundraising - develop and implement fundraising strategy to support critical funding needs:
  - Identify and secure new donors and relationships to support funding needs (foundations, corporations, and individuals)
  - Maintain strong relationships with past and existing funding sources through ongoing stewardship activities
  - Research, write, and submit grant proposals
  - Ensure reporting requirements for funders are met on a consistent basis
- o Ambassadorship - represent the agency's interests locally, state-wide, and nationally
  - Maintain and strengthen our relevancy in a competitive legislative and funding climate and participate in supporting events, seminars, panels, and presentations
  - Develop/maintain close working relationships with other reproductive rights organizations
- o Agency Operations - develop and advance operations to maximize the use of all available resources (human, financial, and intellectual capital) to advance the mission of our agency
  - Manage agency staff, interns, and volunteers
- o Board Relations - communicate frequently and thoroughly with the Boards regarding agency activity, financials, progress on metrics, etc.
- o Programs - Continue the development and advancement of agency programs, including Healthy Women Healthy Families
- o Financial - Manage annual budgets and day-to-day financial matters

**Qualifications:** The Executive Director should possess nonprofit experience, business skills, and demonstrated dedication and support for the Agency's mission. Nonprofit and business experience must be in the areas of: financial management, fund development, grant writing, business development, planning, board relations, staff/volunteer relations, and the use of social media for business communications.

A minimum of 3 years of nonprofit and business management experience is required. Executive level experience leading organizations through transformational change is preferred. A Bachelor's degree or equivalent mix of education, training, and experience in fields related to nonprofit and leadership are required.

**Salary/Hours:** NARAL Pro-Choice Texas and NARAL Pro-Choice Texas Foundation offer a compensation plan commensurate with the qualifications and experience of the individual selected. The benefits portion of the plan includes paid time off and reimbursement of health insurance costs.

**Application Method:** Individuals representative of our mission and who have a passion for advocating and educating on its behalf are encouraged to explore this rewarding opportunity. We encourage expressions of interest as early as possible to accommodate the Agency's urgent need to fill this important position. For consideration, please e-mail your cover letter, resume, and three references (preferably MS Word attachments) along with salary requirements to:

Lillian Ortiz  
NARAL Pro-Choice Texas Board Chair  
[lillian@prochoicetexas.org](mailto:lillian@prochoicetexas.org)

No phone calls, please. Qualified candidates will be contacted to set up preliminary interviews.

**Closing Date:** 2/5/12

***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](mailto:mswjobs@sw.uh.edu) with the hiring details of your new job opportunity. Thank you***