

Date Posted: 01/07/12

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

**Job Title:** Vice President for Programs

**Employer/Agency:** Houston Endowment

**Job Description:** The Vice President for Programs works closely with the President to develop and implement foundation strategies. The Vice President manages the foundation's day-to-day grantmaking activities in keeping with current policies and procedures and coordinates the work of the entire program staff to meet the highest standards. The Vice President develops and maintains strong relationships with peer foundations and community leaders and effectively articulates foundation goals and programs.

**Qualifications:** Bachelor's degree and evidence of relevant continuing professional development

- At least seven years experience managing and guiding professionals in a team environment
- At least five years management level experience in the charitable sector; detailed understanding of the sector as well as nonprofit governance
- A strong knowledge of the Houston community is considered an asset, but non-Houston candidates with significant relevant experience will be considered

Unquestioned integrity and excellent judgment

- Demonstrated leadership skills
- Strong planning, administrative and organizational skills
- Ability to analyze financial information and assess institutional development needs
- Respect for diversity and proven ability to work with diverse groups of people
- Thorough understanding and appreciation for Houston Endowment's philanthropic heritage
- High level of intelligence and intellectual curiosity with ability to analyze complex situations
- Excellent oral and written communication skills
- Strong sense of accountability
- Strong manager of people with commitment to developing and empowering others

**Salary/Hours:** DOE

**Employer/Agency:** Houston Endowment Inc.  
**Address:** 600 Travis Street, Suite 600  
**City, State, Zip:** Houston, TX 77002

**Contact Person:** Deborah Bessire  
**Contact Title:** Human Resources Manager

**Telephone Number:** 713.238.8128  
**Fax Number:** 7136326128  
**Email Address:** [dbessire@houstonendowment.org](mailto:dbessire@houstonendowment.org)

**Application Method:** Send Resume to:  
Deborah Bessire  
Human Resources Manager  
Houston Endowment Inc.  
600 Travis Street, Suite 6400  
Houston, TX  
77002

**Opening Date:** Immediate

***If your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at [mawjobs@CENTRAL.uh.edu](mailto:mawjobs@CENTRAL.uh.edu) with the hiring details of your new job opportunity. Thank you***