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University of Houston
Graduate College of Social Work
JOB OPPORTUNITY POSTING

Job Title: Executive Director

Employer/Agency: Texas Network of Youth Services (TNOYS)

[TNOYS](#) is a statewide grassroots nonprofit association, with a mission to promote excellence in youth services through advocacy, training, networking and support. TNOYS has a 30+ year history of providing services to support community-based agencies and other professionals who serve young people in situations that put them at risk. TNOYS' constituency includes all those who are working to strengthen these vulnerable young people, along with their families, in order to provide the avenues to success all youth deserve, and steer them from a host of negative outcomes including entering the child welfare or juvenile justice systems.

With an office located in Austin, TNOYS has a current annual operating budget of \$710,000 and employs 5 full time and several part time staff. An independent audit is conducted annually, and TNOYS has consistently maintained a clean audit record. The Board of Directors includes representatives from among the TNOYS membership, as well as designated positions for youth-workers, youth, and the broader community.

Public policy advocacy concerning issues and programs serving vulnerable youth is a central function of the organization. Advocacy initiatives are driven by Board-set priorities, and respond to issues and concerns identified by the membership as well as through collaborative advocacy partnerships, policy research, and best-practice knowledge.

TNOYS' ***XL Institute*** offers fee-based training, consulting, facilitation, and related support services to youth serving professionals. TNOYS also works to promote and create opportunities for youth involvement in policy advocacy, and develops innovative programs for youth in at-risk situations. Current funded programs at TNOYS include training and technical assistance to promote trauma-informed care practices and reduce restraints in Residential Treatment Centers; an

annual Teen Summit conducted for the state's Community Youth Development Program; two PEAKS Camps and a quarterly newsletter for youth in state foster care; youth conferences for foster care youth in region 7; an after-school program teaching youth a variety of skills through art; and a project to train and support youth as policy advocates on mental health issues in juvenile justice programs. These programs are supported by a 3-year foundation grant in its first year; three government contracts of varying sizes, each renewable annually, and competitively procured every four years; and smaller programs funded by both public and private sources, both short-term and longer.

Existing operations are solid and adequately funded, and relationships with funders are strong. Additional organizational strengths include a committed Board; expert staff with considerable longevity, who are appreciated for their talent and responsiveness; a strong annual conference tradition with a loyal following of attendees; and an active group of member agencies, most of whom have been members for at least a decade or more.

KEY CHALLENGES/OPPORTUNITIES

Through a recent strategic planning process, the Board, staff and key stakeholders have identified key strategic directions for the next few years, including the following.

- Increase financial sustainability: Current grant or contract funding tends to be short term in nature, requiring constant attention to ensure that adequate funding is available to retain key staff positions from year to year. Continue efforts to educate potential diverse new funders about opportunities through TNOYS, as well as expanding private contributions.
- Maintain and expand membership: Budget challenges and other factors have created barriers to association membership; TNOYS needs to identify new ways to attract new members and retain existing members, whose dues sustain the essential public policy work TNOYS performs on behalf of members.
- Diversify and expand professional development offerings: Develop and promote expanded faculty as well as training content available through XL Institute, to current and expanded constituencies. Develop and promote resources and learning opportunities developed through TNOYS' innovative youth program models (eg., PEAKS and diy Youth Arts programs). Enhance knowledge transfer through creative use of technology, via new interactive features on the TNOYS website, use of webinars, etc.

- Expand and diversify Board: While member representatives are the life-blood of an association, TNOYS is reaching out to the broader community to provide needed balance. Recruit Community Representatives to play an active role in promoting TNOYS, securing private contributions, and lending other support through needed professional skill areas or personal/professional connections.

Job Description:

Public Policy: Position TNOYS as an effective, vital statewide advocacy organization. Represent TNOYS at all appropriate public functions. Make effective public presentations. Establish and maintain contact with key individuals and offices within state agencies and state legislature. Ensure effective representation of TNOYS' policy priorities with state policy makers, task forces, etc. Promote member awareness and understanding of policy issues affecting youth and youth service. Build knowledge and skills among members in areas of grassroots policy advocacy, and coordinate network involvement in advocacy efforts. Work collaboratively with other policy advocacy groups to develop and support joint advocacy initiatives.

Fundraising and Marketing: Develop and sustain a diverse funding base to support TNOYS' program priorities and general operations; with a focus on maintaining contracts and grants, while increasing corporate and foundation giving, growing the membership base, and developing an individual donor base. Continue to raise the statewide visibility of the organization through marketing geared to TNOYS constituencies as well as the public.

Board Development: Work with Board leadership to maintain an informed, engaged, effective Board. Keep Board informed of TNOYS operations and changing statewide needs related to TNOYS' vision and mission. Engage board in critical thinking and analytical reflection in public policy and advocacy, strategic planning, fundraising and marketing, membership, training programs, policy development, and overall organizational wellness.

Program Management: Support staff efforts to maintain existing programs and services. Ensure that goals and objectives are met, and provide for periodic internal review and modification to meet changing needs and achieve the highest level of success, including positive monitoring outcomes. Coordinate with staff to develop and oversee program budgets. Contribute to project planning and service delivery as needed and where appropriate.

Human Resources: Responsible for hiring and firing staff, and a management structure that provides for supervision and support to all staff, students, and volunteers. Ensure that all staff have input in their professional development and opportunities to expand knowledge and skills. Promote an organizational culture that fosters cooperation and teamwork, shared decision-making, open and frequent communication, and personal accountability.

Fiscal Management: Ensure that TNOYS is fiscally sound. Work with staff and Board to prepare an annual program-based budget, and secure an annual independent audit. Oversee all financial operations, including financial transactions and records of all transactions per acceptable accounting standards. Establish rigorous accountability for all financial operations, including separation of duties, cost allocation and grant and project tracking that maintains compliance with individual funder requirements, etc. Oversee preparation of financial reports for the Board, as well as for funders per requirements.

Qualifications:

The ideal candidate will possess the following characteristics and experience.

Personal Profile

- A style that values shared leadership; that embraces partnerships, is collaborative, and empowers staff and stakeholders to achieve their highest potential
- A philosophy compatible with TNOYS core values
- A passionate belief that youth and their families are best served through a strengths-oriented approach, and that all youth deserve and benefit from opportunities for self expression and meaningful involvement
- A creative thinker who can develop, communicate and implement a vision and plan for TNOYS' future, that builds on a strong history, responds to the needs of a broad constituency, and maximizes partnerships with other organizations
- An excellent communicator, both oral and written, who can effectively promote TNOYS and convey its goals and services to policy leaders, youth serving organizations, funders, and others
- A highly motivated self-starter, exhibiting initiative and vision as well as practicality; tenacity balanced with grace and diplomacy
- Willing to work long hours when needed, and flexibility to travel on occasion, including overnight

Ideal Skills & Experience

- Minimum of five years professional experience in a nonprofit youth services or other social service organization, state association or other intermediary organization, and/or other relevant entity
- Bachelor's degree (masters preferred) with focus in social service, public policy, business administration, or other relevant area
- Experience impacting public policy at the state level (both legislative and administrative branch), preferably in Texas
- Demonstrated success in working with a nonprofit Board of Directors, including agenda-setting, planning, responsive information-sharing, ability to nurture generative thinking and build consensus at the Board level
- Experience overseeing and providing direction to professional staff; proven success in shared leadership and teamwork
- Ability to work independently with minimal staff support in areas such as budgeting, policy advocacy, communications, proposal writing
- Strong administrative ability to translate goals into action in a cost-effective and operationally sound manner
- Able to develop and manage a budget and implement appropriate fiscal accountability and internal controls
- Effective in raising significant funds from a variety of sources
- Skilled at using computer technology; producing communications, reports, etc.
- - Connections that potentially enhance membership and funding, and open new doors

Salary/Hours:

The salary for this position will be commensurate with the qualifications and experience of the individual selected. A comprehensive benefits package includes vacation, sick, holiday, and other leave options, a health insurance package that includes health, dental, and vision coverage as well as a health-reimbursement fund, and a 401-k plan.

Employer/Agency:

TNOYS

Address:

2525 Wallingwood Dr. Suite 1503

City, State, Zip:

Austin, TX 78746

Application Method:

The closing date to receive applications for this position is June 27, 2012. All interested applicants should submit a resume, cover letter, and list of references, per instructions following. Responses and inquiries should be sent by email, no later than June 27, to: employment@tnoys.org

The cover letter should elaborate on how the applicant meets the criteria for the position, salary expectations, and date of availability. The resume must include a complete job history, with chronological detail provided for at least the last 10 years, including any gaps in employment. References should include names, addresses and current phone or email contact information for at least three professional references who have significant experience working directly with the applicant.

The Search Committee will interview selected candidates in July, in Austin, Texas; probably during the week of July 9-13. (Watch this site for updates; the actual date will be posted once finalized).

Applications will be maintained in strictest confidence. TNOYS is an equal opportunity employer.

***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***