



BUILDING FINANCIAL LITERACY

730 N. Post Oak Rd., Suite 204 ~ Houston, TX 77024 ~ www.thewomensresource.org

JOB DESCRIPTION

EXECUTIVE DIRECTOR

ORGANIZATION INFORMATION

Founded in 1990, The Women's Resource of Greater Houston provides free financial education and research so that women and girls have the knowledge they need to make sound financial decisions and improve their lives. To accomplish this mission, the organization recruits volunteer instructors to teach free personal finance classes; provides leadership and life skills education to at-risk girls; and sponsors research on issues critical to women, girls, and families. Our vision is that all women and girls in our community are financially literate, productive, and self-sufficient.

The Women's Resource is one of Houston's leading financial literacy organizations and is the only that focuses on teaching low income women and girls. Programs include free financial education classes for adults and teens and Project LEAD (Leadership Education and Development) for at risk high school girls. The organization annually teaches 6,000 low income and financially illiterate Houstonians in 48 zip codes. Since 1990, The Women's Resource has published 13 research reports and more than 30,000 Houstonians have been educated.

The organization is led by a Board of Trustees and staff of three professionals and is supported by a corps of 150 volunteers. In the last five years, the organization's revenue has increased 66% and the number of Houstonians served has grown 120%. In 2015, The Women's Resource will celebrate its 25th anniversary.

POSITION SUMMARY

The Women's Resource seeks a talented, energetic, and visionary Executive Director. This is a perfect opportunity for an experienced executive to lead a well-established and successful organization to new heights. The Executive Director is the chief executive officer and implements the organization's mission. Currently, the Executive Director hires and manages all staff and is responsible for the organization's strategic direction, fund-raising, special event planning, program oversight, marketing operations, and budget development and management. The Executive Director reports to the Board of Trustees.

POSITION PRIORITIES

- ❖ Work with consultant and Board to develop and implement a sustainability plan.
- ❖ Secure long term funding to maintain programs and operations.
- ❖ Raise the organization's profile and build support for its mission.

RESPONSIBILITIES

Fund Development

- Serves as primary fundraiser for the organization.
- Develops the annual fund-raising plan, identifies resource requirements, researches funding sources, establishes strategies to approach funders, and creates and submits proposals and reports to funders.
- Identifies appropriate funding sources and revenue-generating activities.
- Plans, manages, and directs all aspects of annual luncheon and Partnership reception.
- Maintains system to manage fund development process and track funding decisions.

Marketing and Community Relations

- Acts as official spokesperson for The Women's Resource.
- Drafts content and design for website, brochure, fact sheet, and other printed materials.
- Creates and implements marketing plan to accomplish annual goals.
- Assures the organization and its mission, programs, products and services are consistently presented in strong, positive image to relevant stakeholders.
- Initiates and maintains relationships with donors, volunteers, and community.

Board Administration

- Supports Board by advising and informing Board members, interfacing between Board and staff, and preparing meeting agendas and supplemental documents.
- Liaison to Board of Trustees and Board committees, the Advisory Board, and Junior Partners.
- Creates content and delivers orientation for new board members.
- Plans and leads bi-annual Advisory Board meetings.

Planning and Management

- Supervises Program Manager and guides program evaluation and the design, delivery, and quality of financial education programs.
- Supervises Office Administrator and part time administrative staff to ensure effective and efficient operations.
- Arranges and guides annual Board planning session and any resulting actions.

Finance and Operations

- Develops and recommends annual budget for Board approval and prudently manages resources within budget guidelines and according to current laws and regulations.
- Reviews monthly financial statements and oversees contract accountant.
- Approves bi-monthly and quarterly payroll reports and ensures that all payables are within approved budget.
- Establishes organizational structure that ensures efficient office operations.
- Hires, manages, and terminates staff. Conducts performance reviews, guides corrective action process, and determines staff compensation.
- Updates office procedures and effectively manages the human resources of the organization according to personnel policies and procedures that conform to current laws and regulations.
- Serves as point of contact for annual audit and completes Form 990 documentation.
- Reviews insurance (Health, Life, Short Term Disability, General Liability, Worker's Compensation, and Directors and Officers) and selects providers.

- Maintains federal and state records, corporate documents, and prepares appropriate reports.
- Assesses office infrastructure and recommends to the Board actions needed to maintain efficient operations.
- Researches vendors and negotiates contracts and fees for service.

ESSENTIAL QUALIFICATIONS AND SKILLS

Exemplary professionalism, judgment and attention to detail required. Must be a results-oriented, adaptable, critical thinker. Willing to work in an organization that primarily relies on volunteers to deliver its programs and accomplish its mission. Strong preference for candidates who can demonstrate operational, fundraising, grantwriting, communications (written, verbal, electronic and marketing), and management experience. Proven experience as a successful fundraiser in the Houston community preferred. Must be available to attend early morning meetings and evening events.

- Personal dedication and commitment to organization's mission and financial literacy.
- Have a "can do", results-driven attitude and leadership style combined with creativity, innovation, and ability to delegate and work with ambiguity.
- Proven ability to devise and implement successful projects on time and within budget.
- Must be trustworthy, diplomatic and possess strong ethics and integrity and a sense of humor.
- Excellent organizational and interpersonal skills combined with an ability to set and implement priorities that are at times competing.
- A team player with demonstrated capacity to inspire trust and organize people and motivate them to work toward a common goal.
- Exceptional leadership skills, strategic judgment and creative vision combined with the ability to listen to and engage others.
- Empathy for others and dedication to diversity and inclusion.
- Proficiency in Microsoft Office Suite (including PowerPoint) and Outlook required.
- Familiarity with Microsoft Access and Vertical Response/email marketing software helpful.
- Bachelor degree or higher.

SALARY AND BENEFITS

Salary is commensurate with experience and Houston market salary range for the position and agency size. SIMPLE IRA and health, dental, vision, life, and short term disability benefits provided.

APPLICATION PROCESS

Candidates are asked to **email** the documents listed below to Lflix@thewomensresource.org.

1. Cover letter that states how your skills are a match for the position
2. Resume
3. Writing Sample (3 pages maximum, 11 point font minimum) of a proposal, funding request or marketing communication for which you are the sole author.

Desired start date for this position is July 2014. The position will remain open until filled.

We sincerely appreciate your interest in our organization. You will receive confirmation that your documents have been received.

NO PHONE CALLS OR EMAIL INQUIRIES PLEASE

The Women's Resource of Greater Houston is an equal opportunity employer.