

<b>Job Title</b>	Executive Director
<b>Employer/ Agency</b>	PAIR: Partnership for the Advancement & Immersion of Refugees
<b>Job Description</b>	<p>Houston-based <a href="http://www.pairhouston.org">Partnership for the Advancement &amp; Immersion of Refugees (PAIR) (www.pairhouston.org)</a> seeks a motivated, talented individual to lead a dynamic non-profit organization. With over 200 regular volunteers serving more than 200 refugees per year, PAIR empowers refugee youth to reach their full potential through educational programs and mentoring. PAIR plays a critical role in the lives of children who must navigate a new culture, educational system, and language.</p> <p>PAIR boasts a tremendous potential for continued growth and a strong foundation of advisors, board members, staff, volunteers, and relationships with key community groups built over the last seven years. The Board of Directors' long-term strategic plan calls for the perfection of our program model and the replication of that model throughout Houston and, eventually, in other cities. Already PAIR enjoys the financial support of many foundations and individual donors. PAIR continues to seek new fundraising opportunities while never losing focus on the quality of programs.</p> <p><b>Roles and responsibilities:</b> The Executive Director will report directly to the Board of Directors. Key responsibilities include:</p> <ul style="list-style-type: none"> <li>• Implementing, overseeing, improving, and evaluating our educational programs</li> <li>• Advancing partnerships with like-minded institutions</li> <li>• Executing PAIR's multi-year strategic plan and working with the Board to revise the plan as needed</li> <li>• Overseeing a staff of two program managers and several part-time workers</li> <li>• Managing a budget and providing operational and financial reports to the Board</li> <li>• Executing a development plan, including cultivating relationships with individual donors and foundations and organizing an annual fundraising event</li> <li>• Grant writing and reporting to stakeholders</li> <li>• Serving as PAIR's representative in the community to foster an understanding of the needs of young refugees and the role of PAIR's programs in meeting those needs</li> </ul>
<b>Qualifications</b>	The ideal candidate will have 3-10+ years of work experience in administration, strategic development and execution, fundraising, education and/or international issues and a minimum of a bachelor's degree. The most important qualifications are a high degree of motivation, a track record of success in other endeavors, and a commitment to helping refugees feel comfortable and flourish in their new community
<b>Salary/Hours</b>	Full time. Salary commensurate with experience.
<b>Employer/Agency</b>	PAIR
<b>Address</b>	8303 Southwest Freeway, Suite 718
<b>City, State, Zip</b>	Houston, TX 77074
<b>Contact Person</b>	Alex Triantaphyllis
<b>Contact Title</b>	Search Committee Chair
<b>Telephone Number</b>	713-771-1111
<b>Email Address</b>	<a href="mailto:jobs@pairhouston.org">jobs@pairhouston.org</a>
<b>Application Method</b>	Email resume with cover letter including salary requirements
<b>Opening Date</b>	Start date: March 1, 2014

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