

Job Title	Site Director
Employer/ Agency	Generation SERVE
Job Description	<p>GenerationSERVE, an Austin-headquartered non-profit empowering children with lifelong volunteerism, is expanding to Houston. We are looking for our Houston-based leader who will get our operations up and running, and then be responsible for building our presence throughout Houston. We need the person who can do it all- manage our programming, build relationships with other non-profits to discover and nurture opportunities for our volunteer families, oversee fundraising, and work closely with our Austin-based team to build our Houston presence.</p> <p>Key Responsibilities:</p> <ul style="list-style-type: none"> • Manage the Houston-based team, hiring, actively managing and training our Houston hires. • Correspond regularly with the Austin/HQ team, ensuring synergies and direction. • Spread the word about Generation SERVE, getting families and partners excited about our programming. • Be the Houston face of Generation SERVE, speaking at events and building relationships in the community. • Lead our Houston-based fundraising efforts, cultivating relationships, coming up with creative fundraising approaches, closing large donors, and finding appropriate ways for people to support our mission. • Own all Houston-based operations- understanding that you are the person in charge of building Generation SERVE's presence in Houston.
Qualifications	<p>This role is right for you if:</p> <ul style="list-style-type: none"> • You have an entrepreneurial and a non-profit spirit. • You're a strong fundraiser who thrives on relationship-based fundraising. • You're incredibly organized, detail oriented, and have some perfectionistic qualities. • You have positive relationships with numerous Houston-based non-profits, and can't wait to figure out creative ways for our families to support their missions. • Your communication skills are stellar- you enjoy getting a crowd excited, writing to keep up with donors, and communicating our vision and mission in-person to individuals and groups.

	<ul style="list-style-type: none"> You have availability for flexible hours, and you are ok with some work on evenings and weekends. You are willing to travel to Austin to meet with the team at HQ when necessary. You are always coming up with solutions- new issues don't overwhelm you, they excite you. You have managed a team of at least 3 people with diverse responsibilities and skills.
Salary/Hours	Full Time, TBD
Employer/Agency	Generation SERVE
Address	
City, State, Zip	
Contact Person	Amy Loar
Contact Title	Executive Director
Telephone Number	5123586943
Fax Number	
Email Address	amy@generationserve.org
Application Method	Resume and cover letter via email to amy@generationserve.org
Opening Date	Immediate

To post a job opportunity or if your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at mswjobs@central.uh.edu with the hiring details of your new job opportunity. Thank you.