



Executive Director

Job Title: Executive Director

Accountability: Reports to Board of Trustees

Location: Humble, TX – Moving stipend is negotiable

Benefits: Paid time off, annual performance bonus, personal development reimbursement and flexible work schedule.

Salary: \$70,000-\$110,000, commensurate with education and experience

Hours: This is a full-time, salaried, exempt position. Must be available to work nights, some weekends, and be on-call in the event of an emergency.

Application: Submit applications to: Hiring@FPLH.org

Executive Director Job Objective:

Family Promise is a national non-profit agency, with more than 200 affiliates in 43 states. We prevent and end family homelessness in partnership with local faith-based communities. The Family Promise of Lake Houston (FPLH) Affiliate is seeking to hire an Executive Director. The FPLH Executive Director (ED) will be responsible for growing and ensuring a high-performing organization that has the necessary resources to deliver on its mission to: provide a caring and positive environment for homeless children and their families while they design and execute a plan to break the cycle of homelessness in their lives. This position will be responsible for the day-to-day operation of FPLH as well as maintaining and growing positive relations with partner entities, stakeholders, investors/ donors, and media outlets. Simultaneously the ED will ensure the operational effectiveness of the organization and provide inspiration, leadership, and vision to staff, board members, and volunteers. Learn more about [FPLH here](#) and more about national [Family Promise here](#).

Community Relations:

- Increase positive awareness for FPLH in the community.
- Ensure that brochures and newsletters are professional, accurate and published in a timely manner.
- Maintain web and social media presence and update in a timely manner.
- Represent the Affiliate to the media, government, and other corporate/nonprofit partners.
- Build relationships with and regularly communicate with supporting agencies. Meet with community organizations to inform them of FPLH and create buy-in for the organization's objectives.

Volunteer and Congregation Relations:

- Lead recruitment to increase network of hosting and support partners, including new congregations and civic, community groups
- Ensure volunteers are trained, effective and satisfied in their experience (background checks, training, appreciation, scheduling, engagement).
- Ensure Affiliate updates are communicated to the congregations and feedback is solicited from the congregational network.
- Handle any issues/emergencies swiftly and compassionately (a congregation exiting the network, a volunteer challenge, a legal/insurance issue, etc.)

Board Relations:

- Engaging with various committees to execute organizational goals, engaging individual members to utilize skill/expertise for the betterment of the organization, recruitment of new members.
- Provide network reports for meetings and facilitate strategic discussion of organization's future.
- Work with Board President to set meeting agendas. Work with board committees as necessary to follow-up on identified action items.
- Work with Finance Committee to execute annual audit and tax filing.

Case Management

- Supervise Case Management team and provide programmatic oversight.
- Set and ensure FPLH meets organizational outcomes, programs have the resources to deliver on the mission, families are cared for, handle any family crisis swiftly and compassionately.
 - ✓ Create and implement programs to enhance services provided to clients.
 - ✓ Supervise case managers and provide additional support to families.
 - ✓ Create partnerships in the community that will facilitate positive outcomes for FP case management (landlords, employers, nonprofit partnerships, etc.)
 - ✓ Supervise interns and volunteers as needed.
 - ✓ Serve as emergency on-call for the organization.

Management:

- Lead a high-performing organization: volunteer, board and staff management.
 - ✓ Hire and supervise staff and volunteers as organization resources allow in consultation with appropriate Board of Trustees members.
 - ✓ Conduct staff reviews and provide supervision and feedback as necessary to have a high-performing team.

Financial and Fundraising:

- In support of the goals and objectives identified by the Development Committee, ensure that expenses are satisfied, and financial objectives are achieved.
- Have a basic knowledge of financial processes and be responsible for the preparation of the annual budget.
- Pursue appropriate funding opportunities: grants, individual/congregation donations, corporate giving and special events.
- Ensure systems are in place to identify, nurture, and grow our donor base.

Administrative:

- Ensure procedures are documented and adhered to for all processes.
- Be on-call for emergencies during off-hours as scheduled. Oversee on-call scheduling of staff.
- Maintain records on operations, guests' outcomes and programmatic outcomes. Provide reports for the Board of Directors and funding sources. Provide annual statistics and other information to National Family Promise.

Qualifications

- Bachelor's Degree in social work (or related discipline) or relevant experience required, Master's degree preferred.
- 7+ years of experience in social work, nonprofit management, public administration, or related field.
- Strong written and verbal communication skills, particularly public speaking ability.
- Leadership and supervision experience.
- Innovative thinking and can-do attitude, ability to persevere in the face of challenges.
- Demonstrated experience working collaboratively with faith communities, community partners, volunteers, corporations, and boards.
- Demonstrated success in fund development and financial management in organizations with operating budgets >\$500,000.
- Knowledge of homeless service provision models and programming, local, state and federal housing authorities, social service agencies and general assistance programs.
- The ability to think creatively and entrepreneurially – we are constantly looking for ways to better our service provision.
- Maturity, compassion and empathy for our guests and an ability to relate to individuals from many different diverse cultures, socio-economic historically underserved and under-represented populations.
- Some proficiency in Spanish is desirable.

Additional Requirements

- Knowledge of basic computer software and electronic communication tools.
- Ability to pass Federal background check.