

FORT BEND P-16 REGIONAL COUNCIL
Position Description

Job Title: **Executive Director**

FLSA Status: Contract

Reports to: Executive Committee
Serves as Ex-Officio Member of the Board

Salary: Commensurate with experience

Commitment: ½ time position

Revision Date: 11-30-2015

Position Summary:

The Executive Director shall oversee the total operation of the Fort Bend P-16 Regional Council (FBP-16) activities, including membership, marketing, programs, facilities, volunteer and staff development, financial development, community relations and collaborations with community agencies.

Essential Functions:

1. Coordinates the development of the FBP-16 Board and committees. Directs the volunteer activities (policy and program) of the FBP-16.
2. Develops annual operating and program budgets under the direction and approval of the board and in conjunction with our fiduciary agent, WCJC.
3. Seeks out, solicits and prepares written grant applications to 1) Fund administrative operations on an annual basis and 2) fund programs to serve at risk students and meets or exceeds budget targets.
4. Leads, plans and coordinates any board approved fundraising activities and events for the FBP-16.
5. Represents and promotes the FBP-16 in the local community and develops positive working relationships with other organizations, businesses, and governmental entities. Develops and maintains collaborative relationships with community agencies in service delivery area.
6. In pursuit of the goals and mission of the FBP-16, maintains positive connections and communications with families and students in order to bring them together with educators and administrators in dialogue, collaboration and joint decision making.
7. With the approval of the board, hire, manage and supervise all part-time or contracted personnel to implement organization programs, events or administration.
8. Directs strategic planning efforts and develops the annual operating plan of the FBP-16.
9. Develops and directs high quality member/community stakeholder engagement strategies and programs which support the FBP-16 mission, goals, and strategies.
10. Directs and leads the FBP-16 marketing and communication efforts, including web and social media presence.
11. Attend Board approved training.

Competencies:

Mission Advancement: Reinforces the FBP-16 values and mission within the organization and the community. Effectively communicates the benefits and impact of the FBP-16's efforts for all

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stakeholders. Implements effective systems to develop volunteers at program, fundraising, and policy leadership levels. Secures resources and support for all philanthropic endeavors.

Collaboration: Develops strategies to ensure staff and volunteers reflect the community. Builds and nurtures strategic relationships to enhance support for the FBP-16. Serves as a community leader building collaborations based on trust and credibility to advance FBP-16 mission and goals. Provides tools and resources for the development of others.

Operational Effectiveness: Integrates multiple thinking processes to make decisions. Involves members and community in the development of programs and activities. Ensures execution of plans. Institutes sound accounting procedures, and financial controls. Assigns clear accountability and ensures continuous improvement.

Personal Growth: Fosters a learning environment embracing diverse abilities and approaches. Creates a sense of urgency and positive tension to support change. Anticipates challenges that can sidetrack or derail growth and personal learning. Has the functional and technical knowledge and skills required to perform well; uses best practices and demonstrates up-to-date knowledge and skills in technology.

Qualifications:

1. Bachelor's degree in human services, social services, business or equivalent.
2. Four or more years of management experience, preferably in a not-for-profit agency.
3. Ability to direct total operations through volunteer development, supervision of staff, development and monitoring of FBP-16 operating and program budgets, marketing and public relations, and program development.
4. Experience in management and development of volunteer involvement; ability to recruit top community leaders.
5. Prefer knowledge of, and previous experience with, diverse populations
6. Ability to establish and maintain collaborations with community organizations.

To apply, send letter of interest and resume to FBP-16 Chairman, Dr. Thomas Randle in c/o Lamar CISD, 3911 Avenue I, Rosenberg, TX 77471.