Hands to Hands
COMMUNITY FUND

Job Posting: Executive Director
Hands to Hands Community Fund

Location: Wichita Falls, TX

Hands to Hands Community Fund is a nonprofit organization that provides funding for agencies who feed the elderly, watch over neglected and abused children, care for children and adults with developmental disabilities, provide shelter for children living in harm's way, and help grow and develop tomorrow's community leaders.

This is a full-time position for a person who works independently in all aspects of the job. You would be a direct liaison between 8 local nonprofits represented by Hands to Hands. They are your support staff in everything you do.

Key Responsibilities

Organizational Leadership: Responsible for the day-to-day management of the organization.

Fundraising & Development: Responsible for the calendar of annual events for Hands to Hands. These include, but are not limited to, a fall campaign for the agencies, two sporting clay events - one in May and one in October and a year-end campaign. Grant writing is limited.

Community Engagement: ED is the face of the organization. Public Speaking skills are a must. Most of the campaign presentations are made by ED. Your job is to build strong ties through businesses, community relations, and donors.

Financial Management: Daily operations are handled by ED. Dual control and bookkeeping is done by a local CPA Office.

Board Collaboration: ED is the information stream to the board. They are very involved in the operations of the organization.

Compensation: Competitive salary based on experience

Qualifications: A bachelor's degree in a related field is preferred and/or a minimum of 5-10 years in management and nonprofit experience including fundraising, relationship building, public speaking and donor relations & development.

To apply: Please submit your resume, cover letter, and 3 references to: nancy@hthcf.org.
Application deadline is June 13, 2025.