



Vacancy Announcement

Position: Executive Director Southeast Texas Nonprofit Development Center

Position Location: Beaumont, Texas

Application Closing Date: October 1, 2021

About the Southeast Texas Nonprofit Development Center: The Center began April 2008 through collaboration of the founding group of funders with a vision of an organization that would nurture a community of strong nonprofits to improve and transform the quality of life in Southeast Texas. The Center provides quality support services to nonprofits and funders enabling them to effectively serve the surrounding counties, including educational workshops, board development, consulting services, a job board, library services, and facilitating strategic collaborations and partnerships. It is a 501c3 public charity organization offering programs and service. The Board of Directors is a diversified and well-informed group of community leaders whose goal is to lead this organization in assisting nonprofits to become effective and efficient. Visit <http://www.setxnonprofit.org> for additional information.

About the Executive Director Position: The Executive Director is a qualified individual responsible for the Center's consistent achievement of its mission and financial objectives, who is able to create and implement short- and long-term fundraising plans; represent the Center to donors, members, potential partners, and the public; offer and coordinate programming; and continually seek new opportunities for strengthening the organization. This position includes responsibility for routine administrative functions of the Center. The Program Director reports to the Board of Directors.

The salary range is \$40,000 - \$55,000 with compensation commensurate with experience and skills. The position is full-time with an expected minimum of 40 hours per week and flexible hours. Minimal travel is required.

Responsibilities:

Center Management

- Provide regular reports and updates regarding the Center, its finances and programs to the Board of Directors.
- Organize, prioritize, and execute work associated with daily operation of the Center, which includes management oversight, programming and routine administrative functions.
- Exercise good judgment and demonstrate ethics related to all Center activities, which includes the use of discretion in interactions with others.
- Develop communications for the Center, including, but not limited to: Facebook page, website, job board, blog, hand-outs and e-newsletter.
- Represent the Center in and to the community through public, written/verbal communications and participate in community events and meetings as needed.

- Build and maintain relationships with Centers of Influence, Community Leaders and Nonprofit Leaders through networking, partnerships and continuous contacts.
- Work with the Board providing input regarding strategic plans of the Center, and implement those plans.
- Handle multiple tasks simultaneously and meet deadlines using solid organizational skills.

Financial Management

- Increase funding via grant requests, fund-raising and coordinate financial support for the Center's stability.
- Prepare and coordinate follow-up reporting to donors.
- Develop and maintain current positive relationships with funders and individual donors.
- Develop and maintain the annual budget, which includes budget oversight as well as bookkeeping duties.
- Work with Treasurer/CPA on all financial matters including monthly expenses, deposits, audits and annual 990 tax return filings.
- Increase funding through additional Center Memberships via orientation meetings and training sessions.

Program Management

- Develop the programming plan and schedule, including the coordination of periodic educational workshops on nonprofit management.
- Develop, organize and coordinate delivery of the planned workshops/seminars through collaboration with and coordination of external resources.
- Deliver presentations to small and large groups as needed on nonprofit management and the Center's services.
- Facilitate board retreats and board education.
- Offer consulting services on nonprofit management, including grant reviews and critiques.
- Serve as a resource to the Center's nonprofit members on nonprofit management and providing timely customer service.
- Develop, organize, coordinate and lead the regional Southeast Texas Nonprofit Summit as directed by the Board.

Required Qualifications:

- Must have earned a Bachelor's Degree or have a minimum of 5 years nonprofit management experience.
- Must demonstrate and be respectful of confidentiality.
- Must possess good interpersonal skills – communication, motivation and cooperation.
- Must have a solid understanding of the nonprofit sector and/or work experience.
- Must have the ability to manage multiple responsibilities and projects.
- Must be comfortable speaking in public to a broad audience.
- Must possess strong verbal and written communication skills.
- Must have computer proficiency in the Microsoft Office programs of PowerPoint, Word, Outlook, and Excel
- Web Page management skills are desired, but the ability to learn and execute is required.
- QuickBooks skills are desired, but the ability to learn and execute is required.

To Apply:

Email: setxnonprofitjobs@gmail.com with a one-page letter of intent and resume.