



Job Title: Executive Director

Organization: Communities In Schools Galveston County

Status: Full-Time, Exempt

Reports To: Board of Directors

Salary: Beginning salary is \$70,000 or Commensurate to degree, education, and experience

Communities in Schools of Galveston County – Executive Director Job Description

Are you an experienced non-profit leader looking for an opportunity to advance equity for students, and lead a team of committed, passionate individuals?

Communities In Schools (CIS) of Galveston County is seeking an Executive Director to help us accomplish our mission to provide a community of support for students and empower them to stay in school and achieve in life. CIS of Galveston County believes that transformative relationships are key to unlocking a student's potential. Our success is dependent upon developing strategies that reflect our behaviors, principles and practices of equity, inclusion and diversity. The successful candidate will lead the organization in developing critical strategies to create and sustain equitable outcomes for students and schools through the evidence-based CIS model and engagement with school staff and the community..

CIS of Galveston County surrounds students with a network of trust they can turn to no matter where they are in their journey. Our goal is to empower students to see, confront, and overcome personal challenges and structural barriers, so they can take charge of the future they desire for themselves, their communities, and each other.

Job Responsibilities

Experienced leader who

- Inspires a dynamic vision, builds diverse teams, creates inclusive environments, appreciates different points of view, problem solves, manages conflict, and leads with transparency.
- Develops and implements strategic plans for fundraising including sponsorships, donor networks, event plan management, and annual donation drives.
- Leads and empowers others with a demonstrated capacity to turn the organization's vision into reality through the implementation of strategic and tactical activities to achieve established goals.
- Inspires a culture of equity, diversity, and social justice to overcome barriers, and increase student success.
- Fosters relationships with community members, stakeholders, donors, staff, and board members to drive programming.
- Ensures organizational management and sustainability by leading strong internal operations, financial oversight, resource development, and support of the staff.



CRITICAL SUCCESS FACTORS:

Management and Leadership

- Effectively leads the CIS of Galveston County staff by equipping employees with tools, training, and support to achieve program outcomes and perform at a high level.
- Develops and maintains internal administrative systems while responding to external needs with accuracy and speed.
- Recruits, onboards, trains, and evaluates a diverse CIS of Galveston County staff.
- Leads staff orientation and provides coaching and professional development.
- Develops and executes operations plans, site plans, and long-range strategic plans.
- Monitors and evaluates program effectiveness, conducts benchmarking of best practices, and recommends improvements.

Working Relationships

- Establishes and maintains positive, productive working relationships with school districts, social service agencies, local and national CIS offices, partner agencies, local government, the business community, funding donors, and Board of Directors.
- Fosters effective relationships with school district leadership to ensure collaborative partnerships and drives joint initiatives.
- Represents the voices of students and families in the communities we serve.

Financial Management

- Develops, manages, and executes all fiscal responsibilities to include budgetary, tax, legal, and financial obligations as well as reporting requirements.
- Oversees the financial management systems to ensure effective fiscal plan; prepares annual budgets for review and approval by the Board of Directors.
- Manages expenses and revenues to plan budget and provides regular reports to the Board of Directors.

Board Relations

- Serves as staff advisor to the Board of Directors for CIS of Galveston County matters.
- Oversees budget development, manages progress reports, staffing and organizational needs, program development, and strategic planning.
- Partners with board president to recruit new board members and ensure board understands the goals.
- Develops board agendas, facilitates board meetings, and drives actions.
- Partners with board members to develop changes to new policies.



JOB QUALIFICATIONS:

- Bachelor's degree required (Master's degree preferred) in public administration, education, social science or related field.
- 5+ years of experience leading people.
- Previous experience collaborating with diverse communities and developing partnerships for equity and inclusion.
- Experience leading non-profit operations, finance, human resources, and fundraising programs.
- Ability to empower, engage, mentor, and support a successful collaborative team.
- Strong experience with implementing resource development strategies.
- Strong verbal and written communication skills and ability to communicate effectively with internal and external stakeholders.
- Knowledge and understanding of needs and challenges facing youth.

Please email your resume and cover letter to: marypatrick@gisd.org

Please Note: Candidates must pass a criminal background check and provide references as requested.