

Executive Director
HALO HOUSE FOUNDATION
Houston, TX

Salary: \$110,000 - \$125,000, plus competitive benefits

Halo House was founded in 2009 to ensure that everyone battling blood cancer has access to an affordable "home away from home" during treatment in Houston. We save lives of patients battling leukemia, lymphoma, and myeloma by providing clean, safe, affordable housing while they pursue treatment at the Texas Medical Center. We do this by providing fully furnished apartments for \$25 a day to people who must often stay for months of treatment.

Since its founding, Halo House Foundation has provided over 100,000 nights of housing to more than 1,350 patients and their caregivers. Yet each day the need for affordable patient housing options grows. Our expansion will more than double our capacity, from 33 to 76 apartments, providing a haven for an additional 43 families each night so more cancer warriors have a place to call home. You can learn more at www.halohousefoundationn.org and www.halohouseexpansion.org.

The Opportunity:

The Executive Director will serve as the chief executive of Halo House Foundation, responsible for advancing the mission through strategic leadership, operational excellence, and resource development. This role oversees all aspects of the organization including fundraising, financial management, program delivery, staff leadership, and community engagement.

The Executive Director reports directly to the Executive Committee of the Board of Directors and serves as the primary liaison between the Board and staff. The ideal candidate is a strategic, relationship-driven leader who can bring operational discipline, strong financial management, fundraising acumen, and active engagement with stakeholders to secure resources and maximize impact.

Key Responsibilities:

Mission & Strategic Leadership

- Lead the development and execution of the foundation's strategic plan to ensure alignment with its mission and core values.
- Guide the organization with a long-term perspective, cultivate strategic partnerships, and ensure mission-driven decision-making.

- Collaborate with the Board to support effective governance, informed decision-making, and long-term planning.

Fundraising & External Engagement

- Develop and implement cost-effective fundraising efforts, including major gifts, grants, and events to increase revenue and donor retention.
- Increase and foster long-term donor relationships across individual, corporate, and foundation supporters.
- Grow and steward relationships with current and past donors.

Financial & Operational Management

- Ensure and oversee strong financial systems that support stability, transparency, and future growth.
- Align staffing, budgeting, and operational decisions with organizational priorities and strategic goals.
- Promote effective systems, processes, and tools that support strong controls and compliance with regulations.

Organizational Management & Team Leadership

- Lead and develop staff, fostering a collaborative and inclusive work environment.
- Manage day-to-day operations and ensure competitive HR policies.
- Establish succession plans for key roles and promote professional development.

External Relations & Communications

- Serve as the foundation's spokesperson and build relationships with donors and community leaders.
- Develop communication strategies to share the foundation's mission and impact.
- Increase public visibility through media engagement and outreach.

Qualifications:

The ideal candidate is a proven leader focused on organizational growth and impact.

Required Experience

- Bachelor's degree from an accredited university with an emphasis in business or nonprofit management and/or business experience.
- At least 7+ years of experience with 3+ in a senior leadership role in nonprofits, education, business, or related sectors.
- Experience managing budgets, operations, and organizational systems with discipline and transparency.

- Demonstrated ability to develop and implement strategies that drive growth and community impact.
- Proven success in fundraising, including cultivating major donors and institutional funders.
- Experience working effectively with a Board of Directors and cultivating strong board relationships.

Preferred Skills

- Strong marketing, public relations, and external engagement skills.
- Strong team leadership skills, including coaching, mentoring, talent development, and change management.
- Exceptional communication and relationship-building abilities.

Halo House Foundation is an Equal Opportunity Employer. Applicants and employees are treated without regard to such factors as race, color, religion, sex, sexual orientation, national origin, disability, veteran status, or any other reason prohibited by law.

How to Apply:

Please submit a cover letter and resume to ExecDir@HaloHouseFoundation.org

A strong submission will articulate your experience with and results in:

- Leadership
- Fundraising
- Operations
- Impact