



PETRA CARES EXECUTIVE DIRECTOR JOB DESCRIPTION

Position Title: Executive Director

Reporting Structure: Reports to the President/CEO and Board of Directors, Supervises Managing Director and Development Director

Location: Cypress (Houston), Texas

Employment Type: Full-time

Orange Door Consulting has been engaged to recruit and screen candidates for the new position of Executive Director of Petra Cares.

Who We Are

Petra Cares is dedicated to supporting young adults transitioning out of foster care and homeless, at-risk youth. Our mission is to eliminate barriers and offer exceptional training opportunities to empower our students to graduate, secure employment, and build stable futures for themselves and their families, thereby creating a ripple effect of positive change for generations to come.

Petra Cares is deeply committed to investing in the next generation, both locally and globally. We believe that everyone has a purpose, and sometimes all it takes is a guiding hand or a clear path to unlock their potential. By extending this support, we not only transform individual lives but also uplift entire families and leave a lasting impact on future generations. In doing so, we strive to reshape the economic landscape of our world for the better.

What We Need

We are seeking an Executive Director to serve as the senior operational leader of Petra Cares. This role reports to the President/CEO and Board of Directors and directly supervises the Managing Director and Development Director.

- The Executive Director will lead organizational operations, financial oversight, fundraising, and national expansion. This includes hiring, onboarding, and developing the Managing Director and Development Director, ensuring alignment across all functions, and building the organizational structure required for future multi-market growth.
- A core responsibility of this role is architecting Petra Cares' national expansion strategy. The Executive Director will develop the expansion roadmap, prioritize markets, and lead the launch of new cities (beginning with Los Angeles) while ensuring program quality, cultural consistency, and mission fidelity.
- This position requires travel within the United States, up to one-third of total work time, including visits to current and future program sites, donor meetings, and expansion markets.



- Key areas of responsibility include:
 - Organizational leadership and team development
 - Financial management, budgeting, and forecasting
 - Fundraising strategy and donor relationship building
 - National expansion planning and execution
 - Board engagement and external representation
 - Performance management and KPI ownership

Who You Are

- You are a mission-driven, strategic, and operationally strong leader who thrives in a fast-paced, growth-oriented environment. You bring a blend of nonprofit leadership experience, fundraising expertise, and the ability to scale organizations into new markets.
- You are comfortable making high-level decisions while staying connected to the details that matter. You know how to build strong teams, cultivate donor relationships, and create systems that support long-term sustainability. You communicate clearly, lead with integrity, and inspire confidence in staff, donors, partners, and board members.
- You are energized by building something that lasts and by the opportunity to shape the national footprint of a growing organization.
- You bring:
 - Strong leadership and team-building capabilities
 - Excellent communication and relationship-building skills
 - Experience hiring and developing senior-level leaders
 - Financial acumen and comfort with budgets, forecasting, and oversight
 - Deep understanding of fundraising principles and donor engagement
 - Experience designing and leading expansion strategies
 - Ability to manage multiple priorities with clarity and accountability
 - Passion for Petra Cares' mission and the young adults we serve

What You Have Achieved

- Led or significantly contributed to the growth of a nonprofit, foundation, or mission-driven organization
- Designed and executed expansion strategies, including market evaluation and launch planning
- Built and maintained strong donor, corporate, and foundation relationships
- Successfully raised funds through major gifts, sponsorships, grants, and events
- Managed budgets, financial planning, and organizational resources with transparency and discipline
- Hired, developed, and retained high-performing leaders
- Delivered strong program or organizational outcomes while maintaining mission integrity



- Built or strengthened organizational systems, culture, and operational alignment
- Positioned an organization for multi-market or national growth

Success in this role will look like:

- A financially strong, sustainable organization
- Consistent achievement of fundraising goals
- A comprehensive national expansion plan and successful launch of new markets
- Strong leadership across program and development teams
- High program outcomes and brand integrity
- Petra Cares recognized as a leading national workforce development program

Salary and Benefits

- Salary range: \$140,000–\$200,000, commensurate with experience, with room to grow
- Petra Cares pays 75% of medical insurance premiums
- Dental, vision, disability, and life insurance available at employee expense
- Five weeks of PTO
- Full-time, based in Cypress (Houston), Texas
 - Relocation assistance package available for out-of-state candidates
- Travel required within the United States, (approximately one-third of the role)

WHAT TO DO

If you are interested in learning more, or would like to make a confidential inquiry, please contact Orange Door Consulting at Recruitment@OrangeDoorConsulting.com.

To apply, please submit your resume with a cover letter describing your interest in this position to Recruitment@OrangeDoorConsulting.com.