



UNBOUNDNOW

Houston Regional Development Director Job Description

To Apply: [Houston Regional Development Director application](#)

Job Title: Houston Regional Development Director

Job Location: Houston, with frequent trips to Bryan College Station

Job Status: Full-time, exempt

Salary Range: \$75,000-\$85,000 depending on experience

Job Summary: The primary function of the Houston Regional Development Director is to carry out the mission and vision of Unbound Now by providing leadership for regional staff, overseeing regional operations, representing Unbound Now in regional communities, and playing a key role in ensuring that sufficient funds are available to support Unbound Now's programs and operations, spending a majority of time engaging in regional development activities, collaborating with other development-engaged staff in fundraising on behalf of Unbound Now as a whole. Development responsibility includes the Bryan College Station region as well as Houston.

Job Requirements:

- Mature Christian faith reflected in regular attendance at a local Christian church
- Thorough commitment to the vision, mission, and values of Unbound Now
- Agree to take and pass criminal background check
- Pass employment authorization verification
- Provide at least three references (supervisor, other professional, and personal)
- Abide by Unbound Now policies at all times
- Strong leadership, relationship management, and nonprofit development experience, with a track record of success
- Strong written and verbal communication skills - persuasive and passionate communicator with excellent interpersonal and multidisciplinary project skills
- Ability to engage others (including regional staff, volunteers, donors, advisory board members, and community leaders) in Unbound Now's mission
- Ability to develop and operationalize strategies that can take Unbound Now to its next stage of growth in coordination with Unbound Now's strategic plan

- Excellence in organizational management with the ability to coach staff, develop and manage high-performance teams, set and achieve strategic objectives, and contain expenses within a budget
- Knowledge of the field of human trafficking and the programs and operations of Unbound Now or willingness to learn
- Action-oriented and adaptable
- Ability to work effectively in collaboration with others
- Passion, integrity, positive attitude, mission-driven, and self-directed
- Ability and willingness to maintain confidentiality of sensitive information
- Willingness to use personal vehicle for work travel; valid driver's license; reliable vehicle; current car insurance

Compensation: Annual salary

Benefits: Option of health insurance for employee and family, option to participate in Unbound Now's retirement plan (3% salary match after 90 days with 1-year vesting period), and life insurance for employee

Availability: Generally, 8:30-5:30 Monday-Friday; occasional evenings and weekends; anticipated 40-50 hours/week

Job Responsibilities:

- Provide leadership for Houston team, facilitating regular team meetings and maintaining a staff culture in alignment with Unbound Now's HOPE principles
- Oversee regional operations
- Engage in regional development opportunities with a majority of work time (approximately 80-90%), actively engaging with and energizing donors, foundations, grantors, etc. in coordination with Unbound Now's development leadership. Encourage gifts "where most needed," accepting donations restricted to location or program only as requested by donor.
- Carry accountability for keeping regional expenses within budget
- Support the hiring process for regional staff, with shared approval responsibility on all regional hires alongside relevant program director
- Communicate regional successes and impact effectively to funders, volunteers, Unbound Now, and the community
- Support staff in developing good relationships with local agencies and organizations, community leaders, elected officials, churches, businesses, and individuals in the region in order to ensure a collaborative approach to combating trafficking and supporting survivors
- Present/speak at significant community events within the region
- Lead, when possible, and engage in local task forces/coalitions
- Develop and engage Houston and Bryan College Station regional advisory board geared toward supporting Unbound Now's development efforts

Desired Outcomes:

- Staff and volunteers unified, motivated, and fully engaged in Unbound Now’s anti-trafficking and survivor-support work; exhibiting Unbound Now’s HOPE principles for staff culture; and engaged in Unbound Now as a whole as well as their local team
- Financial provision for Unbound Now’s programs and operations
- Regional Advisory Boards informed and empowered to support Unbound Now as a whole
- Strong, collaborative, working relationships within the region

Physical Requirements:

- Demands frequently require close visual attention
- Demands frequently require prolonged mental concentration
- Demands sometimes require ability to lift loads up to 50 pounds

Working Conditions: Work performed in a normal office environment or other professional environment. Work duties may on rare occasions be performed in an environment requiring exposure to weather extremes, fumes, odors, and noise.

Travel: This position requires travel throughout the Houston region and regular travel to Bryan College Station (anticipated once per week or at minimum twice a month) and may require limited travel for training and team/professional development opportunities.

Working Relationships:

Reports to: Unbound Now CEO

Supervises: Houston Administrative Coordinator

Works with: Regional coalition(s) and/or task force(s); Unbound Now development team; Unbound Now HQ staff; other regional directors

STATEMENT OF UNDERSTANDING:

I have read the above job description and essential functions. I understand and agree to carry out these responsibilities as assigned. I understand and acknowledge that nothing contained in this job description may be construed as limiting the right of Unbound Now to terminate my employment at any time or as limiting the at-will nature of my employment.

Employee Name: _____

Employee Signature: _____

Date: _____

Employer Name: _____

Employer Signature: _____

Date: _____

