



## **Job Description: Executive Director**

### **MISSION**

Angel Reach is a 501(c)3 nonprofit organization that serves youth (ages 16-24) who are aging out of the foster care system and/or who are at risk for homelessness. Angel Reach also serves Kinship families in poverty with support programs designed to strengthen their family units and lessen the financial burden of basic needs.

### **SUMMARY DESCRIPTION**

Reporting to the Board of Directors, the Executive Director (ED) will have overall strategic and operational responsibility for Angel Reach staff, volunteers, programs, expansion, and the execution of its mission including, but not limited to, Client Services, Food Pantry, Housing Program, Angel's Loft, and any future Angel Reach services to be provided to the greater Houston area. The ED will develop deep knowledge of the local community, Angel Reach core programs, operations, policies, and business plans. The ED will be responsible for the administration and office management of the organization.

### **RESPONSIBILITIES:**

#### **Leadership**

1. Ensure ongoing local program excellence, continual program evaluation, and consistent quality of finance and administration, fundraising, communications, and systems. Recommend timelines and resources needed to achieve the strategic goal.
2. Actively engage and energize Angel Reach volunteers, board members, event committees, alumni, collaborating organizations, and funders.
3. Provide support to a strong Board of Directors; serve as ex-officio of each committee in a non-voting capacity. Seek and build board involvement with strategic direction for ongoing operations.
4. Lead, coach, develop, and retain a high-performance senior management team.
5. Ensure effective systems to track progress, and regularly evaluate program components, to measure successes to effectively communicate to the board, funders, and other constituents.
6. Establish and further develop a corporate culture of love, compassion, and respect between Angel Reach staff and volunteers as well as the clients they serve, and between Angel Reach staff and the greater Montgomery County community.
7. Adhere to ethical principles that reflect the highest standards of organizational and individual behavior
8. Establish, track, and continuously improve operational metrics.

## **Fundraising & Communications**

1. Expand local revenue-generating and fundraising activities to support existing programs while simultaneously retiring debt
2. Deepen and refine all aspects of communications – from social media to other external relations to create a stronger brand
3. Use external presence and relationships to garner new opportunities and foster new relationships with local churches, civil organizations, businesses, and local government
4. Oversee all grants, including writing and submittal, presentation, and administration of the grant. Responsible for sourcing and oversight of grant opportunities.

## **Compliance**

1. Ensure that Angel Reach is highly ethical in the use of donated funds.
2. Ensure that Angel Reach is compliant with local, state, and federal statutes and laws.
3. Ensure that Angel Reach is compliant with Angel Reach policies.
4. Ensure that Angel Reach is compliant with each grant's requirements.
5. Provide a mechanism for Angel Reach volunteers and staff to report non-compliance.

## **Other Duties may include but are not limited to:**

1. Participate in and provide leadership at Angel Reach special events.
2. Speak and promote Angel Reach at meetings held by external entities.
3. Speak to the media to educate the public about the mission of Angel Reach and how Angel Reach is strategically responding to the needs of the community.
4. Oversee agency program budgets and bookkeeping.
5. Oversee facility operations.
6. Oversee social enterprise operations.

## **JOB QUALIFICATIONS**

The ED must be thoroughly committed to the Angel Reach mission.

Education, Knowledge and Job Skills

1. Degree – Masters preferred or commensurate nonprofit/business experience
2. Strong understanding of nonprofit operations, especially those with a high ratio of volunteers to staff
3. Good computer skills using desktop applications such as Word, Excel, PowerPoint, Outlook, etc.

4. Excellent verbal, written, and public speaking skills

**Job Experience**

1. Minimum of 5 years serving for a nonprofit in a leadership capacity.
2. Proven leadership, coaching, and relationship management experience

**Salary Range**

**\$100,000 - \$120,000**

**Apply**

Please submit cover letter and resume' to [awolford@thewolfordgroup.com](mailto:awolford@thewolfordgroup.com)

