

Today's Harbor for Children Executive Director

Leadership

- Implement the Mission: Today's Harbor for Children champions children most in need of a safe harbor by providing a nurturing environment and educational support to realize healthy and fulfilling lives.
- Implement the Vision: Today's Harbor for Children envisions providing a loving home and creating a hopeful future for every child in Texas.
- Provide overall organizational leadership to create and maintain the desired environment for the children in our care, our staff and our volunteers.
- Serve as the face of the organization in all settings, whether public or private.

Board of Directors

- Report to and be held accountable by the Chairman of the Board.
- Implement the policies established by the board.
- Work with the board to develop and implement a strategic plan and long-range plan.
- Prepare and present written and oral Executive Director's report at board meetings.
- Ensure that directors are notified of board meetings and sent minutes, the agenda, and reports approximately one week in advance of board meeting.
- Serve as a non-voting member of the board; attend board meetings.
- Assist in educating board members about the child welfare system in Texas and its ramifications for Today's Harbor for Children.
- Serve as liaison between board and staff.
- Serve as staff liaison to various board committees, e.g., finance, development, and program.

Program

- Provide leadership and oversight of Campus Director's activities.
- Work closely with Campus Director to ensure that the organization meets and maintains all State compliance standards and accreditation requirements.
- Develop and maintain professional relationships with lead personnel at State Department of Family Protective Services for betterment of the Harbor's service delivery.
- Ensure that all reports required by the State are submitted on time.
- Be available to take part in interviews of potential house parents and related personnel.
- Assess current program functions and aid in the development of new training opportunities.
- Maintain, model and encourage a friendly, helpful relationship with similar child placing agencies across the state.
- Serve as an informal source of referrals by networking among friends, acquaintances and other potential sources.

Finance

- Work with Treasurer, Finance Committee, and staff to develop the annual budget.
- Consult with staff as to any changing needs of administration and program.
- Present preliminary budget to Board of Directors by April 15 each year, to be adopted no later than the June board meeting of the same year.
- Implement approved budget at beginning of new fiscal year.
- Arrange for bookkeeping, accounting and auditing services.
- Arrange for regular accounting reports to board.
- Practice good stewardship of funds.

- Identify areas for cost savings and demonstrate methods of minimizing expenses whenever possible.
- Ensure that invoices are properly reviewed, approved, and initialed prior to payment.
- Review employee time sheets and payroll.
- Monitor employee Paid Time Off – such as vacation, sick, and personal time.

Development

- Oversee fundraising activities of Today's Harbor for Children.
- Represent and promote the organization in the community to raise awareness and grow funding sources.
- Work with Development Director to create and implement an annual development plan.
- Participate in solicitation meetings with donor prospects including corporations, foundations, and individuals.
- Assist with donor acknowledgment.
- Network to create opportunities with current and potential donors.

Marketing

- Be available to speak, make presentations, and distribute promotional materials at area civic, social, and church events to raise awareness and increase referrals.
- Coordinate a cost-effective marketing plan with the Communications Manager under supervision of the Development Director.

Human Resources

- Identify positions needed for optimum operation of Today's Harbor for Children.
- Provide leadership and supervision to staff.
- Create and update job descriptions.
- Be responsible for recruiting and retaining appropriate staff.
- Be willing to dismiss staff if necessary.
- Conduct timely and meaningful staff reviews.
- Implement and update the organization's Policies and Procedures relating to employment as necessary.
- Ensure that all staff licensure is current.
- Establish new-employee orientation procedures, including information about insurance and savings plans.
- Provide for ongoing staff training for professional and personal growth.

Qualifications

- Bachelor's degree from a four-year, accredited college or university; master's degree preferred
- Minimum five years' experience in positions showing increased responsibility
- A passion for the well-being of children regardless of backgrounds and circumstances.

Interested in applying?

- Please send a cover letter and resume to Peggy Roe at PeggyRoe@gmail.com