



SOUTHEAST TEXAS  
**Nonprofit Development Center**  
*Connecting Nonprofits to Success*

**\*\* REPOST \*\***

**Executive Director Position**

*The ideal candidate will demonstrate a deep commitment to the work of developing non-profits, and leading a one-person organization with compassion, dedication, and integrity.*

**The Southeast Texas Nonprofit Development Center** began April 2008 through collaboration of the founding group of funders with a vision of an organization that would nurture a community of strong nonprofits to improve and transform the quality of life in Southeast Texas. The Center provides quality support services to nonprofits and funders enabling them to effectively serve the surrounding counties, including educational workshops, board development, consulting services, a job board, library services, and facilitating strategic collaborations and partnerships. It is a 501c3 public charity organization offering programs and service. The Board of Directors is a diversified and well-informed group of community leaders whose goal is to lead this organization in assisting nonprofits to become effective and efficient. Visit <http://www.setxnonprofit.org> for additional information.

**The Executive Director** is responsible for overseeing the day-to-day administration, strategic plan, events coordination/management and financial objectives. The director will lead all efforts to increase membership, manage partnerships and expand the revenue streams for the organization. Responsibility includes the daily management towards the realization of the Center's mission and strategic goals with a continuous focus on offering and coordinating programs that foster relationships and build capacity to develop and strengthen nonprofit partnerships. The executive director reports to the Board of Directors.

**Responsibilities include:**

**Center Management**

- Provide regular reports and updates regarding the Center's activities, its finances, and programs to the Board of Directors.
- Organize, prioritize, and execute work associated with daily operation of the Center, which includes management oversight, programming, and routine administrative functions.
- Exercise good judgment and demonstrate ethics related to all Center activities, which includes the use of discretion in interactions with others.
- Develop communications for the Center, including, but not limited to: social media, website, job board, hand-outs, and e-newsletter.
- Represent the Center in the community through written/verbal communications and participate in community events and meetings as needed as the primary spokesperson advocating for the Center and its many offerings.
- Build and maintain relationships with Centers of Influence, Community Leaders and Nonprofit Leaders through networking, partnerships, and continuous contacts.

- Work with the Board providing input regarding strategic plans of the Center and implement those plans.
- Handle multiple tasks simultaneously and meet deadlines using solid organizational skills.
- Demonstrate commitment to diversity, equity, and inclusion in all aspects of the Center's work.

### **Financial Management**

- Increase funding via memberships, grant requests, fund-raising and coordinate financial support for the Center's stability including follow-up reporting to donors.
- Develop and maintain current positive relationships with funders and individual donors.
- Develop and maintain the annual budget, which includes budget oversight as well as bookkeeping duties.
- Work with Treasurer/CPA on all financial matters including monthly expenses, deposits, audits and annual 990 tax return filings.
- Oversee the financial status of the organization including developing long- and short-range financial plans, monitoring the budget, and ensuring sound financial controls are in place.

### **Program Management**

- Develop the programming plan and schedule programs, including the coordination of periodic educational workshops on nonprofit management.
- Develop, organize, and coordinate delivery of the planned workshops/seminars through collaboration with and coordination of external resources.
- Facilitate board retreats, board education, and offer consulting services on nonprofit management, including grant reviews and critiques.
- Serve as a resource to the Center's nonprofit members on nonprofit management and provide timely customer service.
- Develop, organize, coordinate, and lead the regional Southeast Texas Nonprofit Summit as directed by the Board.

### **Required Qualifications:**

- Bachelor's Degree or minimum of 5 years nonprofit management experience.
- Demonstrate and be respectful of confidentiality.
- Possess good interpersonal skills – communication, motivation, and cooperation.
- Have a solid understanding of the nonprofit sector and/or work experience.
- The ability to manage multiple responsibilities and projects.
- Possess strong verbal/written communication skills and be comfortable speaking in public to a broad audience.
- Have coordinated and/or facilitated nonprofit related events
- Have coordinated and/or managed fundraising events
- Computer proficiency in the Microsoft Office programs (PowerPoint, Word, Outlook, and Excel)
- Web Page management skills are desired, but the ability to learn and execute is required.
- QuickBooks skills are desired, but the ability to learn and execute is required.

The salary range is \$50,000 - \$60,000. The position is full-time with an expected minimum of 40 hours per week and flexible hours. Minimal travel is required.

**Position Location:** Beaumont, Texas

**Application Closing Date:** November 23, 2021

**To Apply:** Email: [setxnonprofitjobs@gmail.com](mailto:setxnonprofitjobs@gmail.com) with a one-page letter of intent and resume.

[www.setxnonprofit.org](http://www.setxnonprofit.org)