

Communities In Schools of the Permian Basin, Inc.
Executive Director

Position Description

I. Communities in Schools:

Permian Basin CIS champions the connection of needed community resources within schools to help young people successfully learn, stay in school and prepare for life. CIS is a dropout prevention and stay in school program that began in 1999. The program provides services to schools located in Ector and Midland Counties and is affiliated with CIS OF Texas and CIS, Inc., the national organization CIS provides services to 10 schools and has 15 employees. It is a 501 (c)(3) nonprofit, tax-exempt corporation.

II. Primary Programs and Services include: CIS works on the campus with students who may require extra attention in the areas of attendance, academics, behavior, and or if they are in some sort of crisis situation. We have a list of eligibility guidelines that the state considers to make students "At-Risk" that we must work off of. We work with students from all economic groups as this is not an indicator of eligibility. We work off of a recommendation process, where anyone involved in that child's life can recommend them to the program including, parent, peer, teacher, Principal, Counselor, as well as the student them self. We look at each student from a holistic view looking at every aspect of their life and anything that might be keeping them from performing at their highest level. We tailor the services that we provide of supportive guidance, educational enhancement, parent involvement, college and career awareness, enrichment, and health and human services to each child!

III. ORGANIZATIONAL RELATIONSHIP(S)

The Executive Director is responsible to the Board of Directors and works closely with the Board President.

IV. PRINCIPAL RESPONSIBILITY:

The Executive Director is the staff person held ultimately responsible for the overall administration, financial management and fund raising, program development, personnel administration, community/public relations, and Board relations.

V. KEY RESPONSIBILITIES

The Executive Director will be responsible for the following:

Mission & Program:

- Thoroughly understand CIS and its mission and policies, culture, values, history, key stakeholders, programs, finances, and strategic plan;
- Ensures that appropriate programs and services are provided in the service area consistent with community or identified needs and the CIS' mission;
- Maintains a depth of understanding of CIS program histories, current program successes and potential for future innovations;
- Stay abreast of philanthropic, economic, and social and community trends related to CIS; ensure that staff and board are informed of changes in trends and initiatives that might impact the organization;

Board Development:

- Make opportunities for board training available and known to board members, and encourage attendance.
- Promote active participation by board members and support effective board functions. Ensure committees have the information and support necessary to fulfill objectives.

Fundraising:

- Oversees and expands CIS' fundraising activities including individual giving, foundation grant support and foundation relationships, corporate participation and special fundraising events;
- Oversee implementation of a strategic plan to generate revenue through various fundraising efforts. Oversee planning and implementation of special events. Identify, cultivate and solicit donors in collaboration with development personnel and board members.
- Is accountable for compliance with all grantmaking entities and adherence to grant stipulations.

Human Resources:

- Directs the placement of human resources to facilitate accomplishment of CIS' goals and objectives through effective recruiting, hiring, evaluation and feedback, training, developing, coaching, counseling and mentoring strategies. Ensures that employment and termination decisions are made on a timely basis consistent with all appropriate principles of human resources management;
- Establish and maintain working relationships with staff, volunteers, individual donors, and corporate executives;
- Establishes and maintains effective relationships and/or networks with professional and social service organizations, funders/donors, providers, governmental entities, corporations and other voluntary agencies.
- Ensures maintenance and periodic board review of Human Resource Policy. Maintains all records and appropriate documentation regarding Human Resource management.

Public Awareness & Accountability:

- Conform with and abide by all regulations, policies, work procedures, and instructions;
- Increase visibility of programs and services and maintain good public relations in collaboration with marketing and development personnel and board members.
- Provide oversight to staff and volunteers with marketing responsibilities.
- Implement a marketing plan to increase visibility, publicity and education of the community through a variety of methods.
- Manage open communications with the State CIS office and keep the board informed of directives and affiliate compliance including but not limited to monthly conference calls, periodic reports, training opportunities on-site and in Austin. Serve as the bridge from the state office to the staff and board through monthly conference calls, periodic reports, and training opportunities both on-site and in Austin. Effectively manage reporting expectations including but not limited to: a monthly expenditure report, an End of Year Report, and other periodic reports necessary.

Financial Management:

- Ensure and periodically review financial policy and procedure.
- Facilitate the annual audit and completion of the IRS Form 990.
- On at least a quarterly basis, ensure the production of accurate financial statements from board review.
- Adhere to established financial controls and enforce adherence throughout the organization.
- Work collaboratively with the Finance Committee to support their oversight of financial matters.
- Operate within a board approved budget.

- Remain compliant with all financial expectations of the Texas Education Agency.

Technology:

- Create and execute plans for maintaining and updating existing technology and resources. Acquire and allocate funds for technology resources.

VI. PERSONAL CHARACTERISTICS

The Executive Director must be:

- Someone committed to and enthusiastic about the mission of CIS;
- A strategist who is adept at planning, prioritizing, organizing and following through;
- A superior communicator;
- An individual with credibility, good judgment, honesty, integrity, trust, and the ability to motivate others in a similar vein;
- One who shares information readily, listens as well as gives advice and respects the abilities of others; and
- A person who presents a high degree of maturity, self-confidence, flexibility and caring.

VII. CRITICAL COMPETENCIES FOR SUCCESS:

- Organization and Mission Focus - Looking across the organization for opportunities to apply ideas that expand CIS' influence and impact. Role modeling CIS' values.
- Program Acumen – Develops a depth of understanding of CIS' program histories, current program successes and potential for future innovations.
- Financial Management – oversees the fiscal soundness of the organization, competent in reading and comprehending financial statements and budget development.
- Relationship Development – Possess the capacity to identify, observe and contribute to management and staff development; ability to model appropriate words and actions; ability to gain credibility and build relationships across functions and cross-culturally, among multiple constituencies.
- Thought Leadership - Demonstrate innovation, intention, and quality of contribution to program, advocacy, training and research activities. Intellectual curiosity and a learning orientation for her/himself and the organization.
- Communications – Possess ability to articulate, persuade, engage, and listen effectively. Ability to use different methods of communication appropriately. Skilled at delivering strong and compelling presentations.

VIII. IDEAL EXPERIENCE

The ideal candidate will have the following experience and qualifications:

- Bachelor's degree necessary and 5 years preferred experience in administration and supervision.
- Demonstrated experience in working effectively with a Board of Directors.
- Leadership and strategic qualities to develop and manage staff and to direct day-to-day activities and operations;
- Supervisory experience required;
- Demonstrated fiscal management, budgeting and fund raising experience.
- An organized and strategic approach to fundraising with experience in managing, developing and coordinating successful fundraising efforts;

- Demonstrated experience in effective communications in the community and the public.
- Demonstrated success in the cultivation, solicitation and stewardship of foundation and corporate donors;
- Knowledgeable of the legislative/ advocacy process.
- Familiarity with volunteer organizations.
- Proven ability to recruit, train, counsel, motivate and lead.
- An effective communicator who is articulate and persuasive in written and verbal communications; adept at crafting proposals, donor correspondence and other kinds of materials and making presentations to a variety of audiences;
- Strong interpersonal skills.
- Demonstrated ability in building partnerships, coalitions, individual relationships; ability to bring together diverse segments of the community to work together for a common goal.
- Demonstrated understanding and appreciation for the use of technology and information systems in increasing organizational effectiveness.

I. COMPENSATION

Compensation will be commensurate with experience and record of successful achievement.

Salary range- \$48,000.00-\$55,000.00, health insurance benefits provided.