

Learning Undefeated Houston Regional Director

Reports to: Vice President of Development & Strategic Partnerships

About Learning Undefeated:

Learning Undefeated is a non-profit organization that brings life changing STEM experiences to under-resourced communities by providing equitable access to education and inspiring students to imagine their own success. Through innovative and experiential education programs for grades K-12, Learning Undefeated is sparking interest in STEM careers, building the workforce that will drive the innovation economy, and bridging school, community, health and business.

In response to the devastating impact of Hurricane Harvey on the southeast region of Texas, Learning Undefeated launched the first mobile STEM disaster recovery program. With support from the Rebuild Texas Fund, Learning Undefeated began work in Houston and across the coastal bend to provide lab facilities, resources, and instructors to Texas communities impacted by the storm. After maintaining a presence in Houston for nearly three years, the organization is taking steps to establish a more permanent program in the region.

Position Description:

Learning Undefeated is looking for a local leader to be the founding Regional Director for our Houston site. Reporting to the Vice President of Development & Strategic Partnerships, while also working closely with the CEO and national leadership team, the Regional Director will play a key role in strategic programming decisions, lead all fundraising efforts in Houston, foster local partnerships, build and manage the regional advisory board, and maintain a balanced budget, among other responsibilities.

A successful Regional Director will bring an entrepreneurial spirit and is someone who thrives through ambiguity to bring about clarity and direction. We are seeking someone who is prepared to assemble and manage a high performing team and has strong relationship building skills. The ideal leader for our Houston site will be creative, flexible, solutions-oriented, and someone who can bring or build a wide network of support for the organization locally. In return, Learning Undefeated offers the opportunity to be the leader of a new, exciting, innovative, and deeply impactful organization to Houston. We also offer excellent benefits and a supportive culture.

Responsibilities include:

- Oversee the expansion of local programs including, but not limited to, program execution, partner selection, staffing, and program evaluation—all in close collaboration with the education team.
- Meet annual fundraising goals by executing and building upon existing fundraising strategy by researching, prospecting, pursuing, cultivating, soliciting, securing, and stewarding funding partners and donors (corporations, foundations, and individuals) across the region.
- Maintain and deliver a strong case for support to the community.
- Complete applications for grants and produce reports that compellingly communicate Learning Undefeated's impact.
- Maintain a balanced program budget.
- Direct all logistical aspects of program implementation.
- Serve as a visible leader attending events and activities to build the organization's brand.
- Maintain strong relationships with local STEM and education groups and organizations.
- Manage contacts and donor information for relevant relationships in Learning Undefeated's database.
- Lead development of local annual report.
- Manage social media outlets for local region to promote programs and share news about the organization.

- Participate in meetings/calls with HQ to support the success and growth of the national organization.
- Help build organizational culture and demonstrate Learning Undefeated' s core values.

Position requirements

- Minimum of a bachelor's degree with 7 or more years of fundraising, nonprofit leadership, and/or education experience
- Greater Houston based—with deep local network preferred
- Strong history of management experience
- Proven ability to successfully managing large, dynamic, and multifaceted projects in a deadline driven environment
- Must be energetic, goal oriented, and have excellent follow through
- Demonstrated ability to effectively work in a team environment
- Strong verbal and written communication skills
- Self-starter with genuine interest in organizational execution and improvement
- Ability to share information in a compelling and high quality way that builds excitement in others
- Strong relationship builder
- Availability for some evening and weekend activities
- Must be highly resourceful and deeply flexible
- Strong attention to detail, and hold a high bar for quality work
- Demonstrated an ability to think strategically and make sound decisions
- Ability to work with stakeholders at multiple levels of an organization and in the community
- Proficiency with MS Word, Excel, PowerPoint, & Outlook
- Passionate about Learning Undefeated's mission

The fine print:

Learning Undefeated offers competitive salary plus many benefits to its employees, including paid leave, health insurance, 401(k), and tuition reimbursement. This is a full-time position. The candidate will be selected for hire based on the following criteria: Education, experience, communication skills, management skills, leadership presence, professional references, and background check.

Learning Undefeated embraces diversity and equal opportunity in a serious way. We are committed to building a team that represents a variety of backgrounds, perspectives, and skills. The more inclusive we are, the better our work will be.

To apply: Submit resume and cover letter/statement of qualifications to careers@learningundefeated.org.