

## **Comp-U-Dopt Executive Director**

Comp-U-Dopt is seeking an enthusiastic, community-minded collaborator who is passionate about bridging the digital divide and creating technology equity for youth and families. The executive director must have a track record of developing and inspiring staff, community engagement, successful annual giving, and driving growth.

This full-time leadership position reports to the Chief Operating Officer and is responsible for managing and directing all operational staff and execution of program delivery in Houston. Day-to-day activities will involve team and people management, strategic thinking and problem solving, program development, partnership engagement, program delivery, quality control, and program evaluation. This role is based in Houston, TX.

### **Requirements**

- Bachelor's degree in human services, social services, business, or equivalent with at least 5 years of senior management experience, community building, and staff development
- Track record of effectively leading and scaling an outcomes-based organization and staff
- Demonstrated commitment to mission-driven work
- Ability to establish and maintain positive relationships with funders, donors, and community partners
- Excellent organizational skills, with a demonstrated commitment to meeting a high bar and a history of getting things done even in the face of ambiguity
- Unwavering commitment to quality programs and data-driven program evaluation
- Excellence in organizational management with the ability to coach staff, manage, and develop high-performance teams, set and achieve strategic objectives, and manage a budget
- Past success working with a board and an ability to cultivate existing board member relationships
- Strong public relations and fundraising experience with the ability to engage a wide range of stakeholders
- Strong written and verbal communication skills; a persuasive and passionate communicator with excellent interpersonal and multidisciplinary project skills

### **Responsibilities**

- Build partnerships in new areas within the Houston metro area, establishing relationships with funders, donors, and community leaders and partners
- Ensure ongoing local programmatic excellence, evaluation, growth, and consistent quality of fundraising, communications, and operations; recommend timelines and resources needed to achieve strategic goals
- Actively engage and energize Comp-U-Dopt volunteers, board members, event committees, partnering organizations, and funders
- Develop new, and maintain current strategic, collaborative relationships with community-based organizations, donors, and foundations
- Develop, monitor, and grow annual budget of \$2M
- Model positive, productive collaboration and relationship building skills in all interactions; internal and external
- Effective board development including recruitment of board members who represent the local community as well as development of strong board committees
- Effectively supervise and develop staff and volunteers and support a culture that motivates them to achieve their professional and personal goals

- Support national leadership in continued expansion and initiatives while setting local strategic vision and goals
- Lead all location staff, ensuring strategic objectives are understood while highlighting our mission and driving outcomes
- Set strategic plan that informs fundraising activities to support increasing revenue and volunteer recruitment goals
- Recruit, hire, and train new program, operations, and development staff
- Problem solve and manage conflicts, challenges, and other issues that may arise in execution of programs and operations
- Prepare and provide data and reports for external stakeholders, senior leadership, and board
- Some lifting of up to 50lbs
- Other duties as assigned

This is a **full-time** position. Days and hours of work are M-F from 9am- 5:00pm, with some weekend and evening hours required.

**Competencies** (I.e. Flexibility, Communication Proficiency, Budget Management, Relationship Management)

1. Staff management and leadership
2. Excellent communication skills
3. Relationship building
4. Strategic mindset
5. Budget management
6. Flexibility

**Comp-U-Dopt** provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, **Comp-U-Dopt** complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

This position is eligible for participate in Comp-U-Dopt benefits program(s). **This position is subject to successfully passing a background check and requires 2 references.**

#### **Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Interested applicants can apply at <https://www.compudopt.org/careers>