

# EMERGE

## CHIEF EXECUTIVE OFFICER

### THE OPPORTUNITY

Across the nation, only 25% of high-performing, high school students from low-income communities with the academic record to succeed at the nation's most selective colleges and universities ever submit an application to attend. At [EMERGE](#), we believe that talent is universal, but opportunity is not. Grounded in this belief, EMERGE empowers and prepares high-performing students from underserved communities to attend and graduate from selective colleges & universities across the nation. We work together to eliminate barriers and build systems that ensure more students have the information, tools, and support to apply to the nations' top colleges and universities.

EMERGE has been fortunate to have an amazing leader for the past seven years who has decided for personal reasons to relocate closer to family. EMERGE seeks a passionate, results-driven team leader to serve as the Chief Executive Officer (CEO) to provide overall leadership and vision for EMERGE while leading a high-performing team. EMERGE students are seizing incredible opportunities and graduating at astounding rates, and the next leader will ensure that our results continue. The CEO will maintain and capitalize on EMERGE's momentum and reputation as first in class among college access organizations to increase its impact via expansion within and beyond Houston.

### THE ROLE

The CEO will provide the visionary leadership, management and planning necessary to ensure that EMERGE is strategically positioned to provide selective college access, college counseling, and continued college persistence programming to high-performing students. Reporting directly to the Board of Directors, the CEO will be based in Houston, TX. Managing an initial \$5.5MM annual budget, and over 35 employees, the CEO will broaden impact in the greater Houston area while also further defining and executing our expansion strategy. Cultivating valuable relationships with a range of stakeholders including philanthropic organizations and individuals, institutions of higher education, school districts and public officials will be crucial as we grow.

A dynamic leader with the natural ability to work closely with diverse groups of stakeholders, the CEO should possess a deep understanding of and experience in navigating and addressing unequal access to education.

### KEY RESPONSIBILITIES

As the CEO, you will spend your time working with an incredibly strong Executive Leadership Team (ELT) and staff to accomplish the following:

#### Leadership & Organization Management

- Set annual targets and organizational priorities that drive impact and align your direct reports and the organization at large
- Drive a positive organizational culture through communication, meaningful relationship development and an on-going cycle of feedback and improvement
- Build and coach a strong, results-driven team, increase internal staff capacity, and ensure that direct reports are maximizing their potential as a team and as organizational leaders

- Work closely with the Executive Leadership Team to implement best practices that promote continuous learning throughout the organization
- Utilize the approved strategic plan and budget to establish goals, objectives and operational plans to achieve ambitious results

### **Board Governance**

- Work closely with the Board and its Committees to ensure ongoing communication of progress, successes, risks and challenges and to provide information necessary to make informed decisions in a timely and accurate manner; utilize expertise of board members
- Responsible for the implementation, effectiveness and legal 501c3 requirements of quarterly Board meetings.
- Ensure EMERGE is in compliance with state laws and requirements to operate as a 501c3

### **Organizational Oversight & Expansion**

- Negotiate with and oversee the fulfillment of contractual obligations with existing and new district partners
- Anticipate and recognize trends in college access and education equity to meet the ever-evolving needs of a diverse community of students and school communities
- With the Board's support and direction, lead the development and execution of the feasibility and operational plans to allow the expansion of EMERGE to additional districts with underserved and underprivileged student populations

### **External Relations & Communications**

- Serve as the external face of EMERGE with a wide range of partners to advance our organization's reputation as first in class among college access organizations in particular, and the college access movement in general, including philanthropists, program partners, and the media
- Act as EMERGE's local and national representative with stakeholders in education, college access and other affinity organizations
- Maintain and develop relationships with university admissions representatives, diversity offices, and other representatives to support EMERGE fellows and scholars
- Work with local media to expand public awareness of EMERGE's program and successes and publicize the activities of the organization, its programs and goals

### **Diversity, Equity & Inclusion**

- Engage in setting DEI initiatives to ensure that we are increasing our effectiveness in serving students, staff and the community across lines of difference
- Ensure systems, policies and practices are audited for equity and inclusion
- Research and implement custom DEI initiatives and programs that are tailored to the particular needs of EMERGE

### **Fundraising**

- Lead fundraising efforts by stewarding existing champions and cultivating new champions to secure at least \$5.5MM annually
- Continue to grow a sustainable, diversified local and national funding base that include investments from individuals, corporations and foundations that will consistently cover EMERGE's increasing fixed costs
- Ensure financial stability and sustainability by maintaining healthy cash flow and adequate

reserves through fundraising and development.

### **Financial Management/Business Operations**

- Work with the Board in preparing annual budgets and periodic financial reports while ensuring that the organization operates within budget guidelines.
- Ensure all the systems are in place and are continually updated to allow for efficient operations of the organization
- Oversee annual strategic planning and priority setting for EMERGE

### **SKILLS & QUALIFICATIONS**

We are seeking a leader who deeply understands the value of access to higher education and the impact it has on individuals and communities. The ideal candidate will possess many of the following qualities, experiences and skills:

- Passion for and/or lived experience with EMERGE mission
- Strong business acumen and a history of providing visionary leadership at the executive level
- Experience and success in motivating, recruiting, developing, and retaining high performing, mission-driven, results-oriented teams
- Ability to compellingly convey EMERGE's mission, impact, and needs across the community in an authentic way that honors our students and their families
- Proven experience executing large scale organizational growth and expansion initiatives
- 8+ years of progressively responsible leadership of a similar or larger size successful nonprofit and/or related entity
- Proven experience working successfully with a nonprofit Board and working with diverse groups of people
- Personal and professional commitment to diversity, equity, and inclusion and the requisite skill to facilitate critical conversations on the design of increasingly inclusive programming
- Extensive knowledge of regional, educational, and philanthropic communities that includes successful relationships with leaders of educational initiatives and school systems.
- Extensive experience in fundraising to include building high-performing fundraising operations that increase the recurrence and predictability of contributions and engaging long-term institutional and individual donors
- Good analytical and problem-solving skills, with an ability to use data to make decisions and recommendations
- Exceptional written, verbal and interpersonal communication skills; communicating in authentic and personable way
- Strong knowledge of K-12 education system
- Familiarity with Tier-1 admissions processes and college access
- Strong financial management of an organization
- Familiarity with diverse business functions including marketing, public relations, human resources, accounting, etc.
- Ability to articulate vision and strategy and the tactical skills to manage the systems and processes necessary to implement the strategy
- Bachelor's degree required; advanced degree preferred (MBA)

## ABOUT [EMERGE](#)

At EMERGE, we live by our Core Values:

- Equity grounds us
- Diversity defines us
- Talent mobilizes us
- Meaningful relationships fuel us
- Results distinguish us

Founded in 2010, EMERGE is a developmental, college-access organization changing the life trajectories of hundreds of students across the Houston area. Since its inception, EMERGE has grown from serving 14 students across four high schools, to serving over 1,500 high school students across five school districts. We also serve over 1,200 college scholars at over 100 selective colleges and universities across the country.

The EMERGE nonprofit is a partner to EMERGE Houston ISD, EMERGE Spring Branch ISD, EMERGE Spring ISD, EMERGE Aldine ISD, and EMERGE Klein ISD.

As the EMERGE's impact has grown, our nonprofit team has grown to 38 staff members. This team includes SISD, SBISD, AISD, and KISD Program Managers, our Curriculum and Training staff, the College Success team, and our internal business functions. You will be joining an energetic, passionate team of individuals working to propel Houston's top talent upwards and onwards.

## HOW TO APPLY

Interested candidates should [apply here](#). We will receive letters of interest and resumes until **January 24, 2022**. EMERGE offers a competitive salary and benefits package that includes a generous PTO policy, 25% dependent coverage, medical, dental, and vision insurance. We also offer short-term and long-term disability insurance, life insurance and access to a 403b plan. We provide compensation that takes into account each candidate's experience and responsibilities. This position is located in Houston, TX.

EMERGE seeks to fully represent our community and constituencies, particularly low-income communities and communities of color. Therefore, we actively encourage candidates from broad, diverse backgrounds to apply.

EMERGE is an equal opportunity employer. We do not discriminate against any employee or applicant for employment because of race, color, sex, age, national origin, religion, sexual orientation, gender identity or expression, status as a veteran, disability, or other federal, state or local protected class.