



Chief Executive Officer

Sorrell is pleased to partner with Family Houston in the search for a new Chief Executive Officer. Family Houston, a United Way agency, is one of Houston's oldest nonprofit 501 (c)(3) social service agencies.

In 1904, after the devastating Galveston hurricane of 1900 and a serious smallpox epidemic, 12 prominent citizens founded Family Houston to serve as a flexible social service agency ready to quickly offer help to those in need, initially focusing on personal counseling. In 1918, when a worldwide influenza epidemic spread throughout the city, Family Houston redirected its assistance to tend to the health and wellness of the community. During the early 1940s, Family Houston was viewed as a progressive agency that addressed the needs of families of all ethnicities. Over the decades that followed, the agency revised its focus to meet the budding needs of contemporary Houstonians by offering family casework including the new concept of counseling that continues today as the core of Family Houston's programs. Its current programs focus on mental health counseling, financial coaching, employment coaching, veteran support services, and community support services. The agency continuously evaluates its programs and services to achieve its mission of providing individuals and families with the counseling and guidance they need to strengthen themselves and their relationships. Today, Family Houston has six locations in Harris, Montgomery, Waller and Fort Bend counties, and it remains, as its founders intended, adaptable to Houston's ever-changing needs.

For more information about Family Houston, see <https://familyhouston.org/>.

Position Overview

While reporting to the Board of Directors, the Chief Executive Officer & President ("CEO") will lead the organization and implement its strategic vision as established in collaboration with the Board. The CEO will be responsible for fulfilling Family Houston's mission and achieving the financial objectives. Family Houston's CEO will be a creative and proactive fundraiser, and a visible and dynamic leader, both internally and externally, who will be responsible for oversight and managing all organization functions including, but not limited to, operations, administration, finance, development, community outreach and public relations. The CEO will be a motivational leader for all staff and guide the senior management staff across all departments including finance, development/marketing, operations and HR. S/he will lead an experienced and dedicated senior leadership team and have broad oversight over a staff of 40 individuals, with resources allocated to grow as needed.

The Ideal Candidate

The ideal candidate will help the organization diversify its current funding base and invigorate a new visibility and brand campaign that will help Family Houston become a household name whose services are easily recognized, understood and admired. Importantly, the new CEO will be able to craft and articulate a compelling vision for new and current funders and be able to connect with them with ease. S/he will know how to leverage board members' expertise and relationships judiciously and efficiently -- both for fund

development as well as strategic guidance -- and will be well-versed and comfortable with a balanced partnership dynamic between a nonprofit governing board and its CEO. The ideal CEO will bring a collaborative approach, both with the Board and staff leaders, welcoming healthy dialogue and ideas based on the diverse perspectives, wisdom and experience of others. The CEO will be mindful of Family Houston's strong values and be committed to maintaining a culture of transparency, trust, respect and collaboration. Executive presence and grace under fire are essential traits, along with a desire to both empower the team and be accessible, when needed. S/he will be a compassionate and business-savvy individual who understands trends of the industry and ever-changing ways Family Houston may best approach the needs of the community, both at present and in the future. Most importantly, s/he will have a clear passion for the mission of the organization and a genuine heart for the people Family Houston serves.

Core Responsibilities and Duties

Family Houston's CEO will focus on the following areas of responsibilities:

Board Relations and Strategic Planning

- Serve as the primary interface with the Board of Directors, cultivate staff/Board relations and serve as a liaison between Family Houston's staff and the Board.
- Facilitate staff participation and involvement with Board committees as needed.
- Assist all Board committees as needed.
- Provide leadership on strategic direction for Family Houston in collaboration with the Board and Family Houston's Foundation and execute the Board's strategy to expand and sustain the organization's growth and mission.
- Demonstrate creative and expansive vision and the ability to execute that vision sustainably.
- Lead the Board of Directors and staff through the development, evaluation, and revision of the strategic and operational plans of Family Houston.

Financial and Development

- Serve as the lead fundraiser for Family Houston, a responsibility that entails establishing fundraising goals, working closely with the Board to maintain and increase contributions by existing and new donors, and submitting grant requests to foundations, agencies, and individuals to achieve the established goals.
- Work with Family Houston's staff and the Board to cultivate new donors, new revenue streams, and provide leadership to Family Houston's major fundraising activities and events.
- Manage all budgets and investments with the support of finance staff, Board Treasurer, and the Board's Finance Committee.
- Evaluate the current revenue model and propose modifications to achieve growth and sustainability goals.

Marketing, Communications and External Relations

- Ensure that the Family Houston mission is clear, consistent and positive, and that there is a favorable public perception of Family Houston.
- Raise the overall visibility of Family Houston through marketing initiatives, and actively engage in professional and public outreach to expand Family Houston's reputation and deepen relationships with existing stakeholders.
- Partner with the Board Chair and Board Officers to serve as the primary face of the organization and the primary spokesperson for Family Houston with the media and the public.
- Represent Family Houston in the community and at professional discipline gatherings.

- Engage similar organizations, regionally and nationally, to discuss best practices and collaborate on shared goals.

Staff and Operations Management

- Be a motivational leader for a hard-working, diverse staff.
- Direct all Human Resources matters, including hiring, staff performance management, compensation and benefits; direct personnel policies and procedures for compensation/benefits and all staff activities.
- Evaluate existing contracts, policies, and procedures and modify as needed to improve operations, workflow and budget impact.
- Ensure staff compliance with Internal Controls.
- Ensure that staff follow all HIPAA and other applicable regulatory guidelines and regulations.
- Prepare job descriptions, recruit and onboard new personnel and implement regular employee reviews.

Personal Assets

The Family Houston CEO must have high integrity and personal characteristics that include:

- An inspiring, engaging, and welcoming persona.
- High energy, big-picture strategy, and hands-on engagement.
- High emotional intelligence, listening, and relationship-building skills.
- Commitment to diversity, equity, and inclusion.
- Confidence and humility as a leader.
- Adaptability, creativity, and resourcefulness.
- Ability to unite, galvanize, lead, delegate, and prioritize.
- Communication, negotiation, media, and presentation skills.
- Team building, coalition building, collaboration, and conflict resolution skills.
- Ability to build consensus and to make the tough calls.
- Direct and open communication style, intentionally nurturing mutual trust and respect.
- Commitment to mentoring and valuing staff, and to advancing their professional development.

Qualifications, Education and Experience

- An undergraduate degree (master's degree preferred), minimum of ten (10) years professional experience, and at least five (5) years in the nonprofit sector.
- Experience working with a nonprofit board of directors.
- Experience managing a diverse staff working out of various locations and instituting a culture of continuous improvement and customer service.
- Experience and proven success leading a marketing and fundraising effort to grow an organization.
- Minimum of five (5) years' experience overseeing an annual budget of at least \$5 million.
- Ability to review accounting reports and work with auditors.
- Excellent written communication and presentation skills including proficiency with Word, Excel and PowerPoint.
- Public/private partnership experience.
- Fundraising, significant resource growth and donor cultivation experience that includes ability to garner support of major donor prospect.
- Capacity to assume a multi-functional and collaborative role.

Compensation

Compensation is competitive and commensurate with experience and includes a generous benefit package.

Application and Referral Process

Applicant review is currently underway and will continue until the candidate has been selected. To nominate or be considered for this position, please contact Priscilla Plumb at priscilla@sorrellco.com and 281.224.0881 or Laura Sorrell at laura@sorrellco.com and 713.854.5351. All inquiries will be held in confidence.

About Sorrell

Sorrell is a highly relational provider of executive recruiting. Our mission is to serve as partners with our clients to accelerate their efforts to attract, hire and retain talent that impacts the future of the organization. For more information, call 713.840.1870.