



# Executive Director

Project One Day, Houston, TX • Reports to Board of Directors • Full-time

## Summary

Project One Day is a Christ-centered childcare and family support program seeking a dynamic Executive Director to lead its next phase of growth. In less than five years, Project One Day has helped 80+ children spanning 60 months of childcare, raised over \$1.5 million, remains debt-free, and sustains a loyal donor base. The Executive Director will focus on grant strategy, donor development, and community partnerships to maintain an annual budget of \$460,000 while expanding impact for working families in Houston.

## Position Summary

Project One Day seeks a visionary Executive Director to lead a dynamic, Christ-centered childcare and family support nonprofit. The Executive Director will drive sustainability through grants, donor relations, and partnerships—helping maintain and grow a \$460,000 annual budget to expand reach. This role is ideal for a relationship-centered leader with strong fundraising & grant expertise, strategic thinking, and hands-on execution skills.

## Primary Responsibilities

- Develop and execute a comprehensive funding plan combining church, foundation, corporate, and individual giving to meet or exceed annual goals.
- Lead all grant acquisition and stewardship, including prospecting, proposal writing, reporting, and funder relationship management.
- Cultivate and maintain donor relationships, ensuring timely acknowledgments and impact communication.
- Oversee program operations and compliance, including childcare licensing and food program (CACFP) adherence, website accuracy, and intake.
- Supervise staff and contractors; promote collaboration, accountability, and compassion.
- Serve as liaison to the Board of Directors, preparing reports, guiding policy discussions, and ensuring transparent communication.
- Represent Project One Day to the community—speaking at events, leading tours, and strengthening visibility through partnerships.

## Key Metrics for Success

- Secure at least \$500,000 annually through grants, donations, and partnerships.
- Submit 15+ grant proposals each year with a 50% or higher success rate and 100% on-time reporting.
- Maintain one year of operating reserves and diversify funding streams.
- Establish or renew 10+ community partnerships (churches, schools, agencies).
- Increase public visibility and engagement metrics by 25% within 12 months.

## Qualifications

- 7+ years of nonprofit leadership experience with a proven track record in grant writing and fund development.
- Passion for early childhood, education, or family-focused Christian missions.
- Experience cultivating and maintaining relationships with foundations, corporations, and individual donors.
- Strong budget management, reporting, and compliance oversight skills.
- Excellent communication and storytelling abilities across written and digital platforms.
- Bachelor's degree required; Master's degree preferred.

## Compensation

- Salary range: \$90,000–\$110,000 annually, commensurate with experience.
- Includes 5 weeks PTO/ holidays including all Sept-May HISD school holidays, and professional development.

To apply, send résumé and cover letter to [Margaret.Henry@PODHouston.org](mailto:Margaret.Henry@PODHouston.org) with subject line "Executive Director - Your Name."