



Job Description Executive Director: SBP Texas

Job Title:	Executive Director	Full-Time/ Part-Time:	Full-Time
Division/ Department:	Development	Hourly/ Salary:	Salary
Salary/ Salary Range or Hourly Rate:	Commensurate with experience	Regular/ Temporary/ Per Diem:	Regular
Work Schedule:	Monday-Friday	Exempt/ Non-Exempt:	Exempt

Company Overview:

SBP is an award-winning, innovative nonprofit organization that shrinks the time between disaster and recovery. A leader in volunteer-driven, post-disaster rebuilding; SBP educates, advocates and improves the disaster recovery sector so that we can collectively achieve more for communities. With a team of 50 staff and 180 AmeriCorps members, SBP has rebuilt 1,200 homes across 8 states and shared best practices with many more.

SBP's vision is to embrace constant improvement, community-wide collaboration, and clear benchmarks to reduce human suffering caused by the tolls of delay in recovery. By pairing resilience training with recovery operations, we strive to reduce the need for our rebuilding services by increasing preparedness among vulnerable communities.

SBP encourages individuals that are hungry for change and eager to innovate to join our team so that we can change the future of disaster recovery together.

Job Summary:

Manage the day to day activities of SBP's Texas operations to achieve the annual production goals and outcomes. Reporting to the National Recovery Director, the Executive Director (ED) will have overall strategic and operational responsibility for SBP's staff, programs, expansion, and execution of its mission.

Qualifications:

- Bachelor Degree and a minimum of 5 years of management experience.
- Executive leadership preferred.
- Fluency in Microsoft Office, including Word, Excel and PowerPoint, Donor Perfect or similar development management database, and web applications.
- Clear communication skills and a strong sense of maturity, positivity, and professionalism.
- Able to satisfactorily pass a Criminal History Check to include sex offender registry, Texas State Police, and FBI.
- Valid driver license and reliable transportation.

Responsibilities:

Leadership & Operations Management:

- A. Ensure ongoing local programmatic excellence, program evaluation, and consistent quality of finance and administration, fundraising, communications, and systems; recommend timeliness and resources needed to achieve the strategic goals.
- B. Meet annual benchmarks and achieve goals articulated by National Recovery Director.



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- C. Actively engage and energize SBP volunteers, board members, event committees, partnering organizations, and funders to meet articulated goals and objectives.
- D. Develop, maintain, and support a local advisory board: recommend board involvement with strategic direction for both ongoing local operations as well as relevant national opportunities.
- E. Lead, coach, develop, and retain SBP Texas team members. Ensure effective systems to track progress, and regularly evaluate program components to measure successes that can be effectively communicated to the board, funders, and other stakeholders.
- F. Direct the operations of the site as they relate to achieving the goals of the AmeriCorps grant and provide leadership, support and supervision to the site's AmeriCorps Members.

Planning & New Business:

- A. Maintain current partnerships and cultivate new partnerships with local and national funders, political and community leaders.
- B. Where necessary, assist the National Recovery Director in the strategic business planning/staffing process for SBP's expansion into new markets.
- C. Be an external local and national presence that publishes and communicates program results with an emphasis on the successes of the local program as a model for regional and national replication.
- D. Coordinate and conduct regular communication between operating sites to ensure operating sites are sharing and implementing best practices and lessons learned for various departments (volunteer recruitment and engagement, client services application and eligibility, construction coordination, etc.)
- E. In coordination with the National Recovery Director, operating site directors will provide practical and strategic support and guidance to operating sites and new target communities. Directors must be comfortable sharing their experiences with other directors- both success and failure.

Financial Performance and Viability:

- A. Develop resources sufficient to ensure the financial health of the operating site.
- B. Assist in planning and development of annual operating budget.
- C. Operate within the approved budget to ensure maximum resource utilization and ensure positive financial position for the operating site.
- D. Support the Development Manager's fundraising goals and efforts as needed.

Culture:

- A. Promote a culture of excellence that is grounded in TPS problem solving.
- B. Ensure each team member understands how their role contributes to the organization's goals, has the training and supervision needed to achieve their goals and is recognized for their work.

Primary Relationships:

This position reports to the Director of Recovery. This position supervises 6 managers, including the AmeriCorps Program Manager, Client Services Manager, Data and Office Manager, Volunteer Manager, Project Manager and Development Manager. This position also requires fundraising comfort and, preferably, experience.

Performance Expectations:



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As a member of the senior management team, this is a key leadership position that helps set the direction and ensures the health of the institution. The individual is expected to be a competent fundraising technician and an excellent organizational development specialist.

The individual is expected to:

- Translate broad goals into achievable steps.
- Help set and manage appropriate expectations.
- Handle detailed, complex concepts and problems and make rapid decisions regarding management and development issues.
- Plan and implement programs.
- Establish strong and appropriate relationships with Executive Director, staff, governing board, volunteers, donors and the general community.
- Develop smooth and constructive relationships with people from all segments of the community.
- Plan and meet deadlines.
- Maintain a flexible work schedule to meet the demands of executive management.
- Demonstrate initiative and work as a team player.
- Adhere to the highest ethical standards in management, governance, and fund development.
- Convey a professional and positive image and attitude regarding the organization and the not-for-profit sector.
- Demonstrate commitment to continued professional growth and development.
- Provide effective leadership for staff and take full accountability for achieving departmental and organizational goals.

To Apply:

Submit a tailored cover letter, resume, three professional references and salary history to txhiring@sbpusa.org. We will follow up with qualified candidates- please no calls or emails after your submission.

SBP is an equal opportunity employer and adheres to all applicable city, state and federal laws regarding equal employment opportunity and hiring practices.

All qualified applicants will receive consideration for employment without regard to age, race, color, religion, gender, creed, national origin, physical or mental disability, marital status, veteran status, disabled veteran status, or status as a member of any other protected group or activity.

It is the policy of SBP not to discriminate against any individual, person, or group on the basis of disability and the intent of SBP to address any complaints may arise pursuant to Section 504.