



Position: Executive Director
Location: Houston
Reports to: Chief Recovery Officer

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About SBP

SBP is a national disaster recovery and resilience organization that ensures under-resourced disaster survivors and communities of color access a predictable and equitable recovery. We accomplish this goal by:

Preparing individuals, communities, and organizations ahead of disasters to mitigate vulnerabilities

Shaping the disaster sector's systems, policies, and programs

Building resilient communities

By taking this holistic approach, SBP shrinks the time between disaster and recovery, securing a brighter future for those impacted by disasters.

Position Summary

The Executive Director will be tasked with growing the SBP Houston operation to meet the housing needs of the low to moderate income community. Reporting to the Chief Recovery Officer, the Executive Director will have overall strategic and operational responsibility for SBP's culture, team, programs, and execution of its mission in Houston.

Through partnership development, grant writing, program diversification and optimization, the Executive Director will support the design, implementation, and ongoing efforts to develop affordable housing for sale and for rent and to repair owner occupied homes. The ED will manage the day-to-day activities of the operations to achieve annual production goals and outcomes in a way that is aligned with the organization's vision, mission, and values.

Responsibilities

- Develop and achieve annual goals and benchmarks for housing production (for sale, for rent and owner occupied), property management, clients, residents, volunteers, fundraising, budgeting, AmeriCorps, and communications.
- Align team members, operations, and activities with SBP's mission, vision and values.
- Lead, coach, and develop SBP Houston team members (3-5 staff and 10-30 AmeriCorps members) and ensure each team member understands their goals and has the training and supervision needed to achieve them.
- Promote a culture of excellence that is grounded in Toyota Production System problem solving.
- Actively engage and energize SBP volunteers, board members, event committees, partnering organizations, and funders to meet articulated goals and objectives.
- Seek out and suggest opportunities to broaden SBP's local impact.

Qualifications

- Bachelor's degree and a minimum of 5 years of management experience.
- Executive leadership strongly preferred.
- Experience in state/national grant management.
- Experience in affordable housing program design and management.

- Understanding of Houston housing needs strongly preferred.
- Fluency in Microsoft Office, Salesforce, and Google tools.
- 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, state, and FBI.
- Vaccinated against COVID-19 to CDC guidelines and able to provide proof of vaccination.
- Valid driver license and reliable transportation.

Performance Expectations

- Provide effective leadership for staff and be accountable for achieving departmental and organizational goals.
- Translate broad goals into achievable steps and set and manage appropriate expectations.
- Handle detailed, complex concepts and problems and make rapid decisions regarding management and development issues.
- Plan and implement programs and meet deadlines.
- Establish strong and appropriate relationships with staff, AmeriCorps members, governing board, volunteers, donors, partners, and the general community.
- 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

SBP is building a diverse and experienced staff. The organization encourages multiple perspectives and experiences, supports a multicultural environment, and strives to hire and retain a diverse workforce that reflects the populations we work with and the communities where we work. Our hiring and business practices appreciate the strengths offered through different backgrounds.

SBP is an equal opportunity, affirmative action employer and is committed to providing access, equal opportunity and reasonable accommodation for individuals with disabilities in employment, its services, programs, and activities. 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 that may arise pursuant to Section 504.