



Job Posting

Job Title: Executive Director

Pay Range: \$60,000 - \$80,000 commensurate with experience/skills

Reports To: Board of Directors

Location: Executive Office

Experience Required:

- Bachelor's degree (Master's degree preferred)
- Demonstrated relevant equivalent experience in public administration, education, social science or related field.
- At least two to five years of management experience.
- Previous experience working with schools and/or at-risk students, program implementation and administration and proven leadership skills required.

Skills Required:

- High-level interpersonal and communications skills a must.
- Thorough knowledge in school system, social service agency, and foundations preferred.
- Excellent organization, training, coordination, fund raising and leadership skills.
- Sensitivity to needs of youth and diverse ethnic populations.

Position Overview: Responsibilities include developing, sustaining and growing the Communities In Schools operations. The Executive Director will implement the strategic goals and operating plans set by the board of directors and serve as the external face of the Affiliate to donors, school partners, and other key stakeholders. The Executive Director will ensure that the financial resources are in place to operate and sustain existing programs and to expand CISGC services within the assigned region and responsible for developing and maintaining community partnerships to assist in the CISGC activities and programs being conducted in schools. The Executive Director provides operational oversight to programs and services being provided by the organization.

Job Summary:

- Recruit, train, and collaborate with board members, organize meetings and involve the Affiliate Board members in community and school activities, programs and events.
- Establishes and maintains outstanding working relationships with key constituencies for Communities In Schools of Galveston County, including school administrators, business executives, local government officials, leaders of community service organizations, and community volunteers.
- Coordinates community resources to support programs, events and activities being conducted by CISGC site coordinators.
- Leads resource development efforts to:
 - Develop funding opportunities, research, oversee, prepare and submit proposals for public and private funding sources.
 - Maintain administrative relationship with funders, including completing and submitting all required reports.
 - Create periodic reports on resource development and share with both Board and Resource Development Team.
 - Participate in CISGC Resource Development training, planning and periodic team meetings.
 - Coordinate all special events conducted by CIS of Galveston County in the assigned region.
- Manages, evaluates and supports CISGC program manager(s) and site coordinators in the affiliate to provide organizational guidance and support for school-based student support service.
- Identifies opportunities for growth and expansion within the schools in the affiliate.
- Collects, and utilizes data to evaluate and inform best practices for integrated student supports.

Supervisory Responsibilities:

CISGC program manager(s) and site coordinators.

Equipment Used:

Copier, computer, printer, and other office-related equipment.

Mental Demands/Physical Demands/Environmental Factors:

Maintain emotional control under stress, work with frequent interruptions. Repetitive hand motions; prolonged use of computer. Occasional prolonged and irregular hours.

How to Apply:

E-mail a detailed letter of interest and resume to:
 Communities In Schools Galveston County Board of Directors
 Attn: Mary Patrick, Board President
 Marcus Higgs, Board Vice President
cisboard@cisgalv.org