



Are you ready to be the next leader in community service? Generation SERVE is hiring the Houston Site Director to lead our presence in Houston, TX.

Generation SERVE, an Austin founded non-profit empowering children with lifelong volunteerism, expanded to Houston in Fall of 2019. Over 500 unique Houston families have volunteered over 11,000 hours since our start in Houston, despite a pandemic. We are looking for our Houston-based leader who will continue to grow our program. Strong fundraising experience required.

Houston Site Director-Generation SERVE

The Houston Site Director is the lead staff in Houston, TX whose primary role is to maintain and build key relationships in the broader community for both programmatic and fundraising opportunities. Houston and Austin teams collaborate on program and marketing. Houston Site Director reports to the Executive Director in Austin and in direct collaboration sets strategy and goals for the organization. This position manages the Houston Program team and overall Houston program management along with corresponding fundraising, communication and partner engagement.

The job is primarily remote. Hybrid work environment, with flexibility. Occasional travel to other nonprofits in the Greater Houston area, Houston Advisory Council meetings and various donor and community meetings. Standard work week but includes occasional weekend or evening work (for example: once a month weekend program monitoring, attending family volunteer activities when needed).

Generation SERVE Values:

Trust: Trust binds our work with each other, our families, and our community partners.

Collaboration: We embrace the interconnectivity of our work.

Innovation: We are resourceful and creative in achieving our mission.

Inclusion: We are committed to creating and fostering an environment where everyone can engage with our mission.

Passion for Service: Our staff, volunteers, and organization demonstrate what it means to be community-minded leaders.

Key Responsibilities

Organizational Leadership

Set organizational strategy and goals alongside the ED & board

- In collaboration with the ED, develops, tracks and measures progress on strategic plans

- Set annual strategy and goals with team members, monitor progress towards goals
- Participate in budget & finance reviews and planning
- Attend most board meetings (Virtual option)

Supervise the Houston Team

- Set annual work plans, goals, and metrics
- Provide guidance, coaching, feedback, and support to all team members
- Recruit, hire, and train new team members as needed
- Direct annual and ongoing program evaluation
- Conduct annual performance reviews for direct reports

Development

Participate on the Development Committee and the Houston Advisory Council

- In collaboration with these teams, create annual Development and Marketing plans & provide input on annual budget

Manage the Houston Family Sponsor Program with support from committees and Executive Director

- Set annual strategy and metrics, track progress on goals
- Responsible for cultivation, solicitation, and stewardship of family sponsors in Houston

Grants

- Assist the ED in grants process, including program strategy for asks, budgeting and grant reporting

Oversee the Individual and corporate giving in Houston

- Develop annual strategy and plans
- Present to prospective donors and companies
- Develop and manage stewardship plans for donors, companies and other funders

Community Engagement

Cultivate and steward relationships with all program partnerships (nonprofit, private, and governmental organizations)

- Create & execute annual partner engagement & communication plan
- Maintain current partner relationships and seek out new partners to expand volunteer opportunities.
- Manage monthly Houston volunteer calendar with assistance from Program Manager

Lead event planning for annual Family Volunteer Day event

- Set strategy and goals, Provide guidance and support to event planning team

Build strategic relationships with key community members/groups/organizations to further Generation SERVE's mission

- Participate in civic/professional groups aligned with Generation SERVE's mission & goals
- Present on behalf of Generation SERVE at relevant community and professional events

Assist with other duties as needed.

Attributes and Skills:

- Entrepreneurial and a non-profit spirit.
- Fundraising experience
- Organized and detail oriented
- Familiar with the Houston non-profit space.
- Strong communication skills
- Solutions oriented
- Can manage a team of at least 3 people with diverse responsibilities and skills.

Technology:

- High level of competency with standard technology. Familiarity with Salesforce CRM, Email platforms, Wordpress or Google Docs preferred.

Salary range - \$65,000

Deadline to Apply: June 20, 2022. Send resume and cover letter to director@generationserve.org

ABOUT US:

Generation SERVE provides meaningful volunteer experiences for families, engaging young children in community service and inspiring lifelong volunteerism. Through age appropriate, hands-on volunteer activities, families learn the value of helping others while providing a service to the community. Since its inception in 2009, Generation SERVE has organized over 100,000 volunteer hours serving over 100 Austin and Houston non-profit organizations and groups. In 2019, the program expanded to Houston, TX. To learn more about Generation SERVE, visit www.generationserve.org and www.generationservehtx.org