

**Executive Service Corps of Houston invites applications for the position of:**

**Executive Director**

The Executive Director is the voice and face of the Executive Corps of Houston (ESCH) to the Greater Houston community. Our Mission is to promote best management practices within the nonprofit sector.

The position reports directly to the Chairman and to the Board of Trustees.

Qualifications:

1. Must embrace the Mission of ESCH
2. Strong interpersonal, writing and communication skills
3. Have strong knowledge and experience with fundraising
4. Bachelors degree minimum
5. Minimum 5 years experience in nonprofit management and fundraising

Job Responsibilities: include leadership for all ESCH activities including fundraising and coordinating committees and volunteers whose continued contribution is essential to the ESCH mission..

Specific responsibilities include, but are not limited to:

1. Lead all ESCH fundraising efforts.
2. Develop annual budget; obtain Board approval and track expenses.
3. Coordinate the activities of the several committees involved in consultant relations, project management, training, and outreach.
4. Maintain contacts with the non-profit community to identify partnerships that would enable ESCH to broaden its scope and influence among Houston non-profit agencies and other stakeholders.
5. Supervise administrative and office functions

This is a full-time salaried position. Compensation will be based on a salary of \$60,000 plus Health Insurance, if required, and a Bonus structure based on reaching Board agreed goals.

Please submit your resume and cover letter to [esch@eschouston.org](mailto:esch@eschouston.org). For further information, contact the ESCH website at [www.eschouston.org](http://www.eschouston.org) or contact Dr. Burt Hering at [bhering@eschouston.org](mailto:bhering@eschouston.org).