

Texas Victim Services Association



Executive Director

Job Description

The Executive Director will be responsible for the day to day administrative and programmatic operations of the Texas Victim Services Association (TVSA).

Supervision

The position will report to the President of the Board of Directors.

Status

Independent contractor, IRS 1099 position. 30 hours per week.

Compensation

\$70,000 per year (30 hours per week)

Location

Candidates must be based in the ATX metropolitan area of central Texas. While the principal workplace is a virtual office, the state association's place of business is centered in the state capital. The Executive Director must be available to meet in person with the Board President, staff and other stakeholders and professional colleagues as needed.

Duties and Responsibilities

1. With policy direction and guidance of the Board of Directors, executes all operations of the organization.
2. Tracks and operationalizes the goals and objectives of the organization's five-year strategic plan.

3. Responsible for grant management and reporting including, but not limited to, quarterly performance reports and monthly financial reimbursements.
4. Responsible for management and oversight of all TVSA programs and services.
5. Conducts research and completes applications for diversification of funding streams of the organization.
6. Prepares and attends all meetings of the Board of Directors and Executive Committee, and other committee meetings.
7. Monitors organization operations and ensures staff and operating practices comply with regulatory and legal requirements.
8. Collaborates with TVSA's technology coordinator for new and improved uses of social media and other technology tools and platforms for alumni network and membership operations.
9. Performs other duties as assigned.

Qualifications and Required Skills

1. Minimum of bachelor's degree and 10 years of supervisory experience or 5 years of executive leadership related to program development, implementation and management, alumni or membership association works, communications, or a related field. Victim services experience strongly preferred. Relevant education and experience may substitute as appropriate. Non-profit management experience preferred.
2. Ability to work in a self-directed, virtual environment, while being accountable to and working with a Board of Directors.
3. Experience developing and managing annual budgets.
4. Experience working with contractor staff.
5. Bilingual/biliterate (Spanish/English) skills a plus.
6. Experience managing state and federal grants a plus.
7. Knowledge of Microsoft Office applications, Excel, mastery of use of virtual platforms for conducting business and use of Dropbox for file storage and sharing.
8. Knowledge and experience of crime victims' rights, trauma-informed care, and victim-centered care.
9. Strong interpersonal skills with the ability to communicate effectively with people from diverse racial, ethnic, and socioeconomic backgrounds across Texas.
10. Excellent written and oral communication skills, including the ability to synthesize complex concepts clearly and concisely and to communicate sensitive topics effectively.
11. Strong organizational and time management skills.
12. High degree of initiative and ability to work independently, while maintaining regular, ongoing accountability to supervisor.
13. Fund development experience, to include grant writing and management.
14. Event management experience preferred.
15. Background check is required.
16. Past employment, degrees, certifications and professional licenses are subject to verification.

To apply for the position of Executive Director at the Texas Victim Services Association, please send resume and cover letter to: director@txvsa.org with the subject line: Executive Director Application.

Deadline to apply: June 28, 2024