



## JOB DESCRIPTION

**Job Title: EXECUTIVE DIRECTOR**

**FLSA Exemption Status: Exempt**

**Department: Administration**

Project BRAVO, Inc., a Community Action Program in El Paso, TX, currently seeks an **Executive Director** with a passion for removing the barriers of poverty and creating social change. Project BRAVO exists to maximize resources for an improved quality of life for the economically disadvantaged residents of El Paso County. The Executive Director will direct the overall operation of Project BRAVO through the development of organizational strategies and lead the organization within the broad context of Project BRAVO's mission in order to guide strategic and operational decision making for the sustainability of the agency. The Executive Director will take a leadership role in driving a collaborative process with Project BRAVO's Board of Directors, agency staff, and community members that would result in the achievement of goals, objectives and operational plans for the organization

### **PRIMARY FUNCTION:**

The Executive Director will lead and direct the overall operation of the Community Action Program (CAP), Project BRAVO, Inc. This position will maintain excellent service quality, serve as a liaison to the Board of Directors (BODs) of Project BRAVO, meet financial goals within established budgetary guidelines, and execute the overall established mission of the agency. Additionally, the Executive Director will coordinate, manage, and plan all aspects of CAP operations, monitor financial, human resources, housing, funds and development, and all programs under the CAP initiative and mission. The Executive Director will communicate and interpret policies, provide feedback, coach, develop, and evaluate staff as necessary.

### **DUTIES:**

#### **Strategy and Planning**

1. Develops strategy and leads the strategy of the organization within the broad context of Project BRAVO's mission by using performance measures to guide strategic and operational decision making for the sustainability of the agency.
2. Takes a leadership role in driving a collaborative process with the BODs, staff and members that would result in the development of goals, objectives and operational plans for the organization.
3. Oversees the agency's grant development process and preparation of the annual budget as well as other necessary financial documents. Provides information and justifications to the BODs in its budgetary review and approval process.

4. Cultivates a strong partnership by communicating with the BODs in setting policies consistent with the mission of Project BRAVO. Works, as needed, with all standing committees of the BODs.
5. Fosters and encourages strong agency bonds (relationships) with community, government and business leaders.
6. Serves as the agency's leading advocate on general policy and agenda matters.
7. Participates in business, social organizations, and events that benefit and/or promote the goals and mission of the agency.

### **Organizational Management**

1. Leads, motivates and develops staff and BODs so that they are passionate about The achievements of Project BRAVO and promotes a commitment to working effectively toward continual and progressive improvement.
2. Directs Community Action Programs and departments such as Finance, Human Resources, Community Funds and Development, and Housing.
3. Evaluate all programs of Project BRAVO to determine their performance, efficiency, effectiveness, and function.
4. Ensures that the organization has the appropriate systems, physical space, and technology to operate efficiently and effectively.
5. Keeps the BODs and management team informed through correspondence, general and committee meetings, and obtain necessary approvals or ratifications.
6. Ensures Agency complies with all relevant laws, grant conditions and policies of the funding agencies.
7. Performs other duties as assigned.

### **PHYSICAL:**

Sit, stand, stoop, talk, and walk, reading and writing. Work well under pressure. Operate car/van.

### **SKILLS/KNOWLEDGE and MINIMUM QUALIFICATIONS:**

- Bachelor's degree from an accredited institution.
- A minimum of five (5) to seven (7) years non-profit work experience in comparable fields.
- At least three (3) years of demonstrated success in staff leadership, fundraising, partnership development and financial management.
- Demonstrated success of effectively leading change and organizational growth through strategic and organizational planning.

- Demonstrated knowledge of community health and service, education and public policy issues that are faced by people within communities.
- Demonstrated success in acquiring agency support through successful grant applications and general fund raising.
- Strong knowledge of fund development, marketing and public relations experience to successfully engage stakeholders, including funders, business partners, policy makers, the media, neighborhood improvement associations and communities.
- Strong and effective oral and written communication skills.
- Personal qualities that include integrity, commitment to Project BRAVO's mission, respect for diversity and the ability to inspire and motivate.
- Must be Microsoft Office proficient, i.e. Word, PowerPoint, Excel, etc.

**PREFERRED QUALIFICATIONS:**

- Master's degree in Public Administration, Social Services or related field of study.
- Prefer at least three (3) years social service and/or advocacy experience.
- Ability to speak, read, and write Spanish.

**REPORTING STRUCTURE:**

The Executive Director reports to the Project BRAVO Board of Directors.

**This position is based in El Paso, Texas. Project BRAVO is an Equal Opportunity Employer. Interested candidates should submit a letter of interest, a summary of qualifications/resume, and a salary history to Fred Perea, Human Resources Manager at [fperea@projectbravo.org](mailto:fperea@projectbravo.org) by 5pm Wednesday, June 30, 2010. This position will require proof of vehicle liability auto insurance as well as a valid driver's license.**