



Executive Director Job Announcement

Agency Background

AVANCE breaks the cycle of inter-generational poverty through innovative, two generation education and support for families with young children. AVANCE was founded in 1973 in San Antonio, with services introduced to Austin in 1997. The organization recently celebrate its 20th anniversary serving the Austin community.

AVANCE-Austin is a chapter organization with its own governing board and leadership, and maintains financial responsibility for an annual operating budget of more than \$1.6 million. The agency has experienced remarkable growth over the last 4 years and seeks a visionary leader to continue the agency's growth trajectory.

AVANCE-Austin is integral to the fabric of Austin's community, serving low-income, Spanish speaking families with very young children who are largely disconnected from the web of resources and support programs offered locally. The impact of our innovative 2-generation model has been recognized locally and nationally for its success in poverty alleviation, family wellness, and educational development for both parents and children. Above all else, AVANCE-Austin – from its staff and board to the individuals we serve – operates as a family, placing the values of learning and service above all else. To learn more visit www.avanceaustin.org.

Position Summary

AVANCE-Austin is seeking an experienced non-profit leadership professional adept in cross cultural settings to lead as Executive Director of our growing organization. The Executive Director will have the primary responsibility of working with Board and staff to guide the agency toward reaching strategic goals in program development, board excellence, marketing and outreach, and investment and funding. Key job responsibilities include:

Community Engagement:

- Assess community needs that may be met by AVANCE programs and services. Keep abreast of developments and trends in the fields of family support, early childhood, education, immigration, and related services and issues.
- Represent AVANCE in the community as its professional spokesperson and advocate for the mission and goals of AVANCE to other agencies, organizations, fund providers, and the public.



Community Engagement, Continued:

- Build community partnerships and establish sound working relationships and cooperative arrangements.
- Represent the Chapter in local public relations matters and coordinate the Chapter's public and government relations and publicity with the National Office.

Board Relations:

- Facilitate with the Board the development, implementation, and evaluation of long-term goals through strategic planning.
- Develop, maintain, and support a strong Board of Directors; serve as ex-officio of the Board and of each committee; and seek and build board involvement with strategic direction for ongoing local operations.
- Report to and work closely with the Board of Directors to comply with agency by-laws, seek their involvement in policy decisions, fundraising, and to increase the overall visibility of AVANCE.
- Oversee preparation of agendas for regular and special meetings of the Chapter Board as well as subcommittees on Governance, Fund Development, Program, and Finance.

Fundraising and Communications:

- Oversee the creation, implementation and evaluation of a comprehensive fundraising plan that ensures adequate, diverse funding sources are available to carry out AVANCE-Austin's mission and plan for strategic growth.
- Oversee an active volunteer program that actively engages and energizes AVANCE volunteers, board members, event committees, alumni, partnering organizations, and funders to achieve fundraising and marketing goals.
- Research and cultivate new revenue sources and oversee grant proposal writing, special event planning, and individual donor cultivation, and solicitation. Maintain sources through effective stewardship.
- Negotiate contracts with government sources and grantors to implement and finance AVANCE programs and provide services in the communities served.
- Ensure a process is in place to deepen and refine all aspects of communications—from web presence to external relations with the goal of creating a stronger brand.
- Ensure transparency of communications at all levels.

Operations and Financial Leadership:

- Ensure ongoing local programmatic excellence and rigorous program evaluation.
- Maintain consistent quality of finance and administration and recommend timelines and resources needed to achieve the strategic goals.



Operations and Financial Leadership, Continued:

- Ensure fiscal integrity of AVANCE-Austin, to include development of realistic and achievable strategic and annual operating plans and annual budget, monthly financial statements that accurately reflect the financial condition of the organization, and submission of budgets and financials to the Board of Directors for review and approval.
- Responsible for fiscal management that anticipates operating within the approved budget, ensures maximum resource utilization, and sustains a positive financial position.
- Assure compliance with federal and state laws, regulations, terms and conditions of all contracts and grants.
- Attend meetings of AVANCE Chapter Executives Directors and, when appropriate, the National Office to exchange information and experiences, and suggest improvements designed to enhance the performance and well being of AVANCE Chapters and the Organization as a whole.

Staff Leadership:

- Uphold the values and beliefs of the organization and maintain a family-focused culture that is aligned with these values and beliefs.
- Provide oversight to a growing and diverse staff, and provide direct supervision to agency leadership team, including the Director of Programs, Development and Communications Director, the Finance/Office Coordinator, and Finance Director.
- Employ and direct staff in accordance with the policies and procedures set forth in AVANCE's Personnel Policies and Procedures.
- Support staff development and assist staff in relating their specialized skills to the benefit of the agency, and maintain a work environment that attracts, retains, and motivates staff of top quality talent and diversity.

Qualifications

- The ideal candidate will have a minimum of five (5) years' experience in executive leadership positions, preferably within non-profit agencies.
- Bachelor's Degree in business administration, nonprofit or public administration or equivalent work experience. Master's Degree preferred.
- Strong marketing, public relations, and fundraising experience with the ability to engage a wide range of stakeholders and cultures.
- Unwavering commitment to quality programs and data-driven program evaluation.
- Aligned with AVANCE's mission and culturally competent, knowledgeable of and experienced with low-income, diverse populations.
- Strong written and verbal communication skills; a persuasive and passionate communicator with excellent interpersonal and multidisciplinary project skills.



- Demonstrated passion, idealism, integrity, a positive attitude, mission-driven and self-directed work style.
- Possess a skill-set that is action-oriented, entrepreneurial, and adaptable, with an innovative approach to non-profit business planning.
- Excellence in organizational management with the ability to inspire staff, manage, and develop high-performance teams, and set and achieve strategic objectives.
- Past success working with a Board of Directors with the ability to cultivate existing board member relationships.
- Bilingual in English and Spanish preferred, but not required.

Salary

Salary will be commensurate with education and professional experience.

How to Apply

To apply, please send resume and cover letter explaining your interest in the position, your experience serving the Austin community, and your salary requirements to our AVANCE-Austin Board Chair and head of our Executive Director Search Committee, Phillip Martin, at phillip.bor@gmail.com. Please email with any questions and Phillip will respond via email or phone as soon is possible.

APPLICATION DEADLINE: July 12, 2019