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**University of Houston
Graduate College of Social Work
JOB OPPORTUNITY POSTING**

Job Title: Executive Director

Employer: Center for Survivors of Torture Network (CST) (Dallas, Texas)

Description: Fundraising responsibilities

- Fundraising from a variety of sources ranging from individual donors, faith-based and community-based groups, local foundations, corporate giving programs, internship programs and local events, to major grants from federal or international agencies.
- Ultimately responsible for grant writing, all aspects of grant management, stewardship of funds and grant reporting.

Operational responsibilities

- Provides information, advice and counsel to the Chairperson of the Board, the Board of Directors and Board Committees on policies, programs and strategic direction of CST.
- Responsible for the development and implementation of CST's annual work plan and goals as approved by the Board of Directors.
- Responsible for overall leadership of staff in the development and implementation of short and long range plans and policies.
- Responsible for the financial management of CST, including, with Board approval, the development and implementation of the annual budget.
- Conducts annual negotiations with contractors, consultants and vendors.
- Responsible for liaison with local partner organizations providing or accepting client referrals and with regional, state or national organizations in the same field.
- Responsible for administration of overall operation of CST including: developing organizational and administrative policies and program objectives for the Board's consideration; reviewing and evaluating the results of program activities; ensuring that contractual obligations are being fulfilled; and allocating resources for greater program efficiency.
- Represents CST with media, collaborating organizations, civic and faith-based organizations, academic and professional groups, elected officials and the general public.
- Provides training, education and advocacy programs to prospective donors, collaborating agencies, Board of Directors, staff, community and clients through seminars, presentations, information packets and writing.
- Liaises with regional and national coalition partners.

Supervisory responsibilities

- Supervises all assigned staff.
- Interviews, recommends for hire and trains employees.
- Plans, assigns and directs work.
- Appraises performances, rewards and disciplines employees.
- Addresses complaints and resolves problems.
- May also be called upon to provide field-based training/support to students or others as part of a graduate studies practicum or internship.

Qualifications:

- Bachelor's Degree or commensurate experience; Minimum of 5 years of progressive management experience in similar non-profit organization.
- Experience working with mental health or trauma preferred.
- Experience in immigrant mental health and/or refugee assistance a plus.
- Knowledge of non-profit insurance and legal issues.
- Demonstrated fundraising ability, and experience with federal grant writing and reporting.
- Experience in financial management, including developing budgets.
- Experience in personnel management including hiring, firing and evaluating performance.
- Effective at motivating staff and furthering their professional development. Trained in recognizing Secondary Traumatic Stress and how to reduce stress factors.
- Strong operations and program development skills.
- Excellent leadership, interpersonal, communications and team-building skills.
- Ability to build and nurture partnerships.
- Both hands-on and oversight experience in organizing special events and individual giving campaigns.
- Excellent organizational and administrative skills.

Hours: Full time

Salary: DOE

Address: Dallas, TX

Email Address: pvlwright@yahoo.com

Contact person: Phivan Wright

Method of Application: Applications will be reviewed on a rolling basis until the position is filled.

Please email your resume and a cover letter to:

Phivan Wright

For the Board of Directors of CST

pvlwright@yahoo.com

The Center for Survivors of Torture Network (CST) is a Dallas, Texas based non-profit organization whose mission is to provide specialized psychological and rehabilitation services to survivors of torture and other human rights abuses and traumatized refugees and their families, in order to promote emotional, physical and spiritual well-being and economic self-sufficiency. More information can be found at our website, <http://cstnet.org>
CST is an equal opportunity employer.

If your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at mswjobs@sw.uh.edu with the hiring details of your new job opportunity. Thank you