



**RAISE TEXAS**  
BUILDING FINANCIAL SUCCESS

## Executive Director Job Posting

Posted: June 15, 2020

**Position Location:** Flexible, but must be located in Texas and willing to travel as necessary to fulfill job responsibilities. Position includes at least 30% travel.

**Description of Organization:** RAISE Texas is a 501(c) (3) statewide network of non-profit organizations, for-profit corporations, and public institutions working to support and expand asset-building activities in Texas, with a particular focus on low- and moderate-income communities. Our mission is to advance policies and programs that foster financial success and economic stability for all Texans.

RAISE Texas' vision is to enhance opportunity and financial wellbeing for all Texans by working to break down barriers that prevent diverse Texas communities from achieving financial success.

We work towards this vision in partnership with the Texas nonprofit community by piloting, supporting, and expanding products, programs, and services that have potential to be high-impact and large-scale. Our major initiatives include:

Promoting a college-bound culture for more Texas children by connecting them to Children's Savings Accounts for College tied to the state-mandated financial education taught in Texas classrooms;

Strengthening the economic competitiveness of Texas by engaging employers to offer financial wellness programs that increase the financial success of employees at work;

Expanding local financial coaching trainings and on-going support around the state, thereby making it possible for more Texas families to work with high-quality financial coaches who can assist them in reaching their personal financial goals; and

Building a savings platform of different products and programs to increase the number of families in Texas that have emergency savings of at least \$400.

**Position Summary:** The Executive Director (ED) is the chief executive officer of RAISE Texas responsible to the Board of Directors. The ED manages and coordinates all of the day-to-day operations of the organization. The ED is the primary liaison to the Board of Directors and supervises staff.

**Skills and Qualifications:** The Executive Director should have the following abilities and prerequisites:

- A self-starter and independent worker with good organizational, planning and administrative skills
- An excellent communicator and facilitator
- Strong fundraising ability and history/track record of fundraising activity with excellent results
- Strong research and writing skills
- At least 7 years of experience working in the Asset Building or related field
- A master's degree or higher in a relevant field of study

**Specific Responsibilities:**

- Responsible for fundraising, including all grant requests for funding and all grant reporting requirements
- Provide vision and strategy for work plan for organization
- Provide leadership and entrepreneurial skills
- Supervise and manage RAISE Texas staff (currently a Project Director)
- Coordinate and approve asset-building programs and project activities
- Handle day-to-day operations of organization
- Work with Board Treasurer and Accountant on all financial matters including monthly invoices and expense requests, deposits, audits, and finances
- Develop yearly operating budget
- Make presentations at local, state, and national events to highlight the work of RAISE Texas
- Facilitate statewide conference with partners
- Partner with RAISE Texas constituents and maintain and continue development of relationships with constituents
- Introduce new partnerships and strategic alliances to build the organization (both in-state and out-of-state)
- Work with Board Chair, Executive Committee, and Board of Directors on all internal organizational matters
- Provide staffing and information for quarterly Board of Directors' meetings

**Salary:** Commensurate with experience plus benefits package.

**To Apply:** Please submit a resume and cover letter to [resumes@raisetexas.org](mailto:resumes@raisetexas.org). The cover letter should include contact information (phone number and email address) for 2-3 references.

Applications will be accepted through August 17, 2020. Interviews will be conducted on an on-going basis and we reserve the right to close the application period early if a final candidate is selected. Offers of employment with RAISE Texas are contingent upon the results of standard background checks.

RAISE Texas is an Equal Opportunity Employer.