



Executive Director Job Posting

Are you ready to be part of a life-changing mission?

This is an incredible opportunity to contribute your experience and expertise to be a light, for many, beyond the streets. We are a Matthew 25 ministry that serves the neediest of our community by feeding the hungry, housing the homeless, assisting the mentally ill, and rehabilitating recovering addicts and ex-offenders while maintaining the utmost respect and dignity for the individual.

Founded in 1968, **Magnificat Houses Inc. (MHI)**, is a 501 (c) (3) non-profit, Faith-based organization. MHI's mission is to offer refuge and hope to the destitute of Houston, Texas.

Description:

This is your opportunity to make a significant impact, leading a team of highly committed individuals. Reporting to the MHI Board of Directors, the Executive Director will:

- Take strategic and operational responsibility for executing the mission of MHI
- Lead, inspire and develop a team of individuals and programs that support the vision and execution of the mission.
- Develop deep knowledge of field, core programs, operations, and business plans and have overall signature authority for the operational budget of the entire organization.

Responsibilities:

Critical to the success of this forward-thinking role is the ability to generate revenue to sustain and grow the ministry. The role requires a highly analytical and organized individual motivated to optimize operational performance.

Operational Oversight:

- Ensure ongoing local operational excellence, rigorous program evaluation, and consistent quality of finance and administration, fundraising, communications, and systems; recommend timelines and resources needed to achieve the strategic goals
- Actively engage and energize MHI volunteers, board members, partnering organizations, and funders
- Develop, maintain, and support a strong Board of Directors: serve as ex-officio member of each committee, seek and build board involvement with strategic direction for ongoing operations
- Lead, coach, develop, and retain MHI's senior staff employees.

- Create, develop and track processes and regularly evaluate program components, to measure successes that can be effectively communicated to the board, funders, and other stakeholders

Fundraising & Communications:

- Expand revenue generating and fundraising activities to support existing program operations
- Deepen and refine all aspects of communications—from social media presence to external relations with the goal of creating a stronger brand

Planning & New Business:

- Build partnerships, establishing relationships with private and government program funders, as well as political and community leaders
- Be an external presence that publishes and communicates program results with an emphasis on the successes of the program

Qualifications:

The Executive Director will be thoroughly committed to MHI's mission. The ideal candidate will have a proven track record in leading a cohesive and engaged team, coaching and developing individual performance, and relationship management experience. Concrete demonstrable experience and other qualifications include:

Required:

- Legally authorized to work in the United States
- Bachelor's degree from an accredited university
- 10 or more years of leadership experience
- 5 or more years of experience volunteering and or working with a non-profit organization
- Strong written and oral communication skills; a persuasive and passionate communicator with excellent interpersonal and project skills
- Proficiency working with MS Office or similar productivity software
- Passion, idealism, integrity, positive attitude, mission-driven, and self-directed ability to point to specific examples of having developed and operationalized strategies that have taken an organization to the next stage of growth

- Unwavering commitment to quality programs and program evaluation
- Excellence in organizational management with the ability to coach staff, manage, and develop teams, set and achieve strategic objectives, and manage a budget
- Strong marketing, public relations, and fundraising experience with the ability to engage a wide range of stakeholders and cultures
- Action-oriented, entrepreneurial, adaptable, and innovative approach to business planning

Preferred:

- Master's degree (ideally an MBA) from an accredited university
- Minimum of 10 years of senior management experience; track record of effectively leading a performance and outcomes-based organization and staff
- Comfortable in a faith-based setting, accepting people of all faiths or none, and able to work with a few professed nuns and deacons.
- Catholic in good standing with your home church.

TO APPLY: Please send a cover letter and resume to employment@mhihouston.org or by mail to Magnificat Houses, Inc, P.O. Box 8486, Houston, TX 77288.