

## Chief Executive Officer (CEO)

Reports To: Board of Directors

### Position Summary

The CEO of the Fort Bend Women's Center (FBWC) serves as the primary leader and visionary, responsible for the overall strategic direction, financial health, and operational excellence of the organization. Reporting directly to the Board of Directors, the CEO works collaboratively with the executive leadership team to fulfill the mission of FBWC.

The CEO relies on a core executive team, including the Chief Financial Officer (CFO), Chief Programs Officer, Chief Human Resources Officer (CHRO), and Chief External Affairs Officer, to ensure effective management across all functional areas.

The CEO is responsible for fostering strategic partnerships, securing funding through grants and fundraising efforts, and strengthening community relationships to enhance FBWC's position as a leading advocate for survivors of domestic violence and sexual assault. They serve as the organization's key representative in media, public forums, and stakeholder engagements.

### Key Responsibilities

#### Leadership & Strategy

- Provide strategic vision and leadership to advance FBWC's mission and goals.
- Collaborate with the Board of Directors to develop and implement long-term plans for sustainability and growth.
- Cultivate a culture of excellence, accountability, and innovation within the organization.
- Ensure operational and financial strategies align with FBWC's mission and priorities.

#### Fundraising & Financial Management

- Provide guidance and oversee fundraising efforts, including donor cultivation, grant writing, and major gift solicitation.
- Develop and maintain strong relationships with foundations, corporate sponsors, and individual donors.
- Oversee financial planning, budgeting, and compliance to ensure long-term fiscal sustainability.

#### Community & External Relations

- Serve as the primary spokesperson and advocate for FBWC in local, state, and national forums.
- Build and maintain strategic partnerships with government agencies, nonprofits, and community leaders.
- Strengthen FBWC's presence in the community by increasing awareness and engagement in its programs and initiatives.

### **Board Relations**

- Maintain strong communication with the Board of Directors, providing timely updates on operations, financials, and strategic initiatives.
- Develop and present recommendations on long-term organizational plans.
- Support board development and engagement in fundraising and advocacy efforts.

### **Program Oversight & Organizational Management**

- Ensure high-quality service delivery that meets the needs of survivors and aligns with best practices in domestic violence and sexual assault support.
- Oversee policy development, program evaluation, and compliance with legal and regulatory requirements.
- Lead the executive team in maintaining operational excellence and continuous improvement.

### **Human Resources & Talent Development**

- Support a strong leadership team and workforce through professional development and succession planning.
- Promote a diverse, equitable, and inclusive workplace culture.
- Ensure competitive compensation and benefits strategies that attract and retain top talent.

### **Qualifications**

- Bachelor's degree required; Master's degree in social services, nonprofit management, business administration, or a related field preferred.
- Minimum of ten years of executive leadership experience, preferably in the nonprofit sector, social services, or a related field.
- Proven experience in fundraising, donor relations, and grant acquisition.
- Strong financial acumen, including budgeting, financial oversight, and strategic planning.
- Exceptional public speaking, communication, and relationship-building skills.
- Deep understanding of domestic violence and sexual assault issues, with a commitment to survivor advocacy.
- Experience working with a Board of Directors and leading high-performing teams.

### **Compensation**

Compensation for this role will be commensurate with experience and qualifications.

### **Application Process**

Interested candidates should submit a resume and cover letter outlining their qualifications and vision for the Fort Bend Women's Center to the Board of Directors.

The Fort Bend Women's Center is an equal opportunity employer and encourages applications from all qualified individuals, regardless of gender, age, race, religion, sexual orientation, or identity.



## About Fort Bend Women's Center

Our mission is to assist ALL survivors of domestic violence and sexual assault and their children to achieve safety and self-sufficiency, while striving to prevent violence against women. We are the primary provider of assistance services for survivors of domestic violence and sexual assault in Fort Bend County, Texas. Our goal is to guide survivors as they heal from their abuse. We equip them with emotional, psychological and practical skills and resources to create a hopeful, safe, independent life free of abuse. All our services are completely free of charge and open to ALL survivors of domestic abuse and sexual assault - regardless of gender, age, race, religion, sexual orientation or identity. We believe every survivor deserves the chance to thrive.