



Executive Director

The Women's Fund for Health Education and Resiliency Houston, Texas

Position Summary

The Executive Director (ED) is the chief executive officer of The Women's Fund for Health Education and Resiliency and is responsible for providing strategic leadership, organizational management, resource development, and community engagement in support of the organization's mission.

Reporting directly to the Board of Directors, the Executive Director works in partnership with the Board, Advisory Board, staff, donors, volunteers, community partners, and funders to advance the organization's programs, financial sustainability, and long-term strategic goals.

Key Responsibilities

Strategic Leadership

- Develop and implement the organization's strategic plan with the Board of Directors.
- Identify opportunities to expand the organization's impact, partnerships, and visibility.
- Monitor and evaluate organizational progress toward strategic goals.
- Keep the Board informed of emerging opportunities and risks.

Board Governance

- Work closely with the Board Chair, Board of Directors, Advisory Board and Board Committees.
- Support effective governance practices and board development.
- Collaboratively prepare board and committee meeting agendas and materials.
- Ensure compliance with bylaws, policies, and applicable regulations.

Fundraising and Resource Development

- Serve as the organization's chief fundraiser in partnership with the development director and Board of Directors, including cultivating, asking, and stewarding major donors.
- Cultivate and steward relationships with individual donors, foundations, corporations, and community partners.
- Spearhead and ensure the success of annual and long-term fundraising strategies and major gift initiatives including special events and donor engagement activities.



- Identify and pursue grant funding opportunities in partnership with the development director.

Financial Management

- Develop and manage the annual operating budget.
- Manage and oversee the organization's finances and annual operating budget, ensuring accountability and sustainable growth
- Work with the Finance Committee to review financial performance.
- Provide accurate and timely financial reports to the Board.
- Oversee annual audit and tax filing processes.
- Assist in the management of the organization's foundation and investment accounts with the support of a committee and financial advisors.

Organizational Management

- Foster a positive, mission-driven organizational culture.
- Provide steady leadership to staff by setting clear expectations, aligning priorities, coaching performance, and holding the team accountable for high-quality execution of organizational goals.
- Recruit, develop, supervise, and evaluate staff.
- Ensure effective operational systems and procedures.
- Oversee risk management, compliance, and organizational policies.

Community and External Relations

- Serve as the primary spokesperson for the organization.
- Build strong relationships with community leaders, healthcare organizations, educational institutions, and partners.
- Represent the organization at public events and community meetings.
- Promote awareness of the organization's mission and impact.

Program Oversight

- Understand and effectively communicate the organization's mission, programs and vision.
- Support innovation and continuous improvement.
- Ensure programs and initiatives align with organizational goals.
- Evaluate outcomes and effectiveness of programs.



Qualifications

Required

- Bachelor's degree from an accredited institution.
- Minimum of 7–10 years of progressively responsible leadership experience in nonprofit management
- Demonstrated fundraising acumen, including major gifts, donor stewardship, and the ability to develop and execute strategies that grow philanthropic support.
- Demonstrated experience supervising, developing, and managing staff and volunteers.
- Experience managing budgets and organizational finances.
- Strong communication and public speaking skills.
- Knowledge of nonprofit governance and best practices
- An understanding of the nonprofit and philanthropic community in Greater Houston.

Preferred

- Master's degree or equivalent experience.
- Familiarity with women's health, education, philanthropy, community impact initiatives or a related field.
- Experience leading strategic planning and organizational growth.
- Experience with Quickbooks, OneCause or similar programs

Essential Leadership Competencies

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| • Mission-driven leader | • Strong communicator |
| • Visionary and strategic thinker | • Proven ability to lead, develop, and hold staff accountable |
| • Relationship builder | • Collaborative and inclusive |
| • Financially astute | • Ethical and accountable |
| • Fundraising experience - astute in cultivating, soliciting, and stewarding philanthropic relationships | • Adaptable and resilient |

Compensation and Benefits

The Executive Director receives a competitive compensation package commensurate with experience, including salary, health benefits, retirement benefits, paid time off, and professional development opportunities.



Success Profile for The Women's Fund

The ideal candidate will be:

- Committed to the mission of the Women's Fund
- A skilled fundraiser comfortable engaging major donors and community leaders.
- Passionate about improving the health and well-being of women and girls.
- Experienced in nonprofit governance and board relations.
- Capable of leading a small, collaborative, high-performing staff team.
- Strong active-listening skills and the ability to build trust across diverse stakeholders.
- Collaborative in working with both internal and external teams, fostering alignment, shared ownership, and productive partnerships.
- A leader who models professionalism, accountability, and mission-focused behavior through words and actions.
- Able to serve as the public face of the organization while nurturing strong relationships with donors, volunteers, and community partners.