

ECHOS Executive Director Candidate Profile

ECHOS (Epiphany Community Health Outreach Services) is accepting applications for Executive Director. ECHOS is a small, faith-based nonprofit in southwest Houston.

ECHOS' mission is to improve the quality of life of the most vulnerable and at-risk individuals in our community by eliminating the disparities in access to healthcare, education and job training. Assisting clients in gaining access to affordable health care through application assistance and collaborative relationships is a principal activity.

The Ideal Executive Director will:

- Personify and promote ECHOS in professional and community relationships.

- Maintain a positive, performance-driven work environment, articulating reinforcing ECHOS' values and norms.

- Exercise sound fiscal judgment.

- Build and maintain collaborative relationships with the ECHOS Board of Directors in order to achieve ECHOS' mission and effectively serve its clients.

- Value and build upon ECHOS' existing relationship with the Episcopal Church of the Epiphany.

Skills and Attributes of the Ideal Candidate include:

Relationships: Has existing relationships within Houston's philanthropic community.

Collaborative Orientation: Invites and builds upon the ideas and contributions of others in both ECHOS and the broader community, promoting teamwork and celebrating accomplishments.

Communication Skill: Writes and speaks clearly and concisely. Is a poised and effective public speaker.

Charisma: Understands ECHOS' mission and strategic vision. Communicates compelling visions, both short and long term, to the organization as well as current and potential partners.

Respect: Actively listens to others' questions, concerns, and input. Takes time to understand the points being made without interrupting. Asks questions as appropriate and clarifies understanding.

Political Savvy: Effectively navigates organizational politics and is able to work through different cultures and competing objectives among all stakeholders.

Strategic Mindset: Is conscious of and communicates the mid- and long-term consequences of decisions and proposes innovative strategies. Translates broad goals into actionable tactics and objectives to support the organization's vision.

Action Orientation: Takes initiative and assumes responsibility for success. Anticipates potential obstacles. Works independently for extended periods with minimal support and approval.

Active Leadership: Helps others identify and work toward both personal growth and organization goals; remains accessible for assistance and support; effectively provides timely and constructive feedback and reasonably holds subordinates accountable.

Self-confidence: Approaches initiatives and situations with confidence and authority. Takes responsibility for making difficult decisions and for outcomes.

Financial Literacy: Understands the organization's financial environment and makes decisions that maximize the utility of assets. Communicates complex financial information in simple terms that others can understand.

ECHOS Executive Director Job Description

Summary: In collaboration with the Board of Directors, the Executive Director (ED) is responsible for the vision and direction of ECHOS. The ED directly oversees the operations of Epiphany Community Health Outreach, as well as providing leadership and support in the areas of financial management, recruitment and development of staff, and fundraising initiatives. A significant part of the job is outward-facing: developing and maintaining relationships with ECHOS' partners, and promoting the visibility of ECHOS.

Responsibilities

Communication

- Facilitate all aspects of communications from web presence to external relations, maintaining a consistent message, with the goal of creating a stronger ECHOS brand.
- Build an external local presence that publishes and communicates program results, with an emphasis on the successes of ECHOS.
- Nurture relationships with funders, political and community leaders.
- Use external presence and relationships to garner new opportunities.

Leadership and Management:

- Ensure ongoing program excellence, program evaluation, and consistent quality of finance and administration, fundraising, communications, and systems. Recommend timelines and resources needed to achieve goals.
- Actively engage and energize ECHOS volunteers, board members, event committees, alumni, partnering organizations, funders, and the Epiphany community.
- Support development of a strong board of directors, serve as Ex-Officio member of each committee, seek and build board involvement with the strategic direction for community relationships.
- Lead, coach, and develop the ECHOS team.

Fundraising:

- Expand local revenue generating and fundraising activities to support existing programs.
- Promote ECHOS fundraising activities.
- Support volunteers in their ECHOS fundraising efforts.

Planning and Program Development:

Build partnerships in new markets, being open to expand programs through active partnerships with other community-based organizations and other supporters.

Qualifications: Prefer five (5) years of related work experience

Bilingual in Spanish a plus

Interested parties should submit resume to exdirsearch@echos-houston.org.
on or before Friday, October 30, 2015.

9/08/2015