



**Texas Campaign to Prevent Teen Pregnancy
Position Announcement**

EXECUTIVE DIRECTOR

The *Texas Campaign to Prevent Teen Pregnancy* is an independent, nonpartisan nonprofit organization that aims to end teen and unintended pregnancies in the state. The Texas Campaign advocates for effective policies and evidence-based programs that address this important public health crisis, and it is the primary convener of stakeholders working collaboratively in these efforts. The Executive Director will be responsible for furthering advocacy and program development to meet these goals. Located in Austin, the Texas Campaign currently has a full time staff of 4, with annual revenues of approximately \$1 million.

The Executive Director (ED) is responsible for the organization's consistent achievement of our mission and all program, advocacy, and financial objectives. The ED will ensure effective implementation of the Texas Campaign's strategic plan and advocacy work and work closely with the board in developing the vision and strategies. The ED is the primary spokesperson for our agency across the state and the "face" to donors, partners, clients, and the public at large.

Specific responsibilities include:

Fundraising & Development:

1. Create, execute, and manage a development plan, including grant writing, to provide necessary funding for the Texas Campaign's expansion and continued day-to-day operations.
2. Develop and foster ongoing relationships with current and potential donors and supporters.
3. Serve as primary fundraiser; identify potential funders; cultivate and steward donor relationships.
4. Ensure compliance and timely reporting of all secured grants.

Policy & Advocacy:

1. Develop and execute an effective advocacy strategy based on current policy trends, stakeholder input, and opportunities at the federal and state level.
2. Support the development and implementation of statewide policies and effective programs that will reduce teen and unintended pregnancies.
3. Support statewide systems aimed at ensuring that all teens have access to high quality information and health care for their sexual and reproductive health needs.
4. Convene and support a growing network of advocates and experts across the state.

Governance:

1. Assure that the organization has a long-range strategic plan that achieves its mission, and toward which it makes consistent and timely progress through documented outcomes.
2. Provide leadership in developing programs, organizational and financial plans with the Board of Directors and staff, and carry out plans and policies authorized by the Board.
3. Assist with the recruitment, engagement, and training of Board members, as well as strategic volunteers for organizational committees.
4. Ensure the secure retention of official records and documents, as well as compliance with federal, state, and local regulations.

Communications:

1. Champion and publicize the Texas Campaign's activities, programs, and goals to the public.
2. Establish sound working relationships and collaborative arrangements with community partners across the state.
3. Maintain the nonpartisan reputation of the Texas Campaign to effectively advocate for policies and programs to reduce teen and unintended pregnancies.
4. Keep the board fully informed on the condition of the organization and all key factors influencing the operation of the organization. Consult with the Board on all policy decisions and significant financial and operational decisions.

Human Resources:

1. Responsible for recruitment, employment, compensation, and evaluation of all personnel.
2. Promote staff development and education.
3. Ensure job descriptions are developed, regular performance evaluations are held, and sound human resource practices are in place.
4. Maintain a work climate that attracts, keeps, and motivates top quality people.

Operations and Finance:

1. Oversee the operations of the organization in accordance with the directions established in the strategic plan.
2. Ensure effective internal controls and management information systems are in place.
3. Be responsible for developing and maintaining sound financial practices.
4. Ensure the organization operates within budget and adequate funds are available to implement the mission and vision of the organization.
5. Jointly, with the president and secretary of the board of directors, conduct official correspondence of the organization, and jointly, with designated officers, execute legal documents.

Knowledge/Skill Requirements:**Professional Qualifications**

- ❑ Passionate advocate for the mission of the Texas Campaign.
- ❑ Demonstrated history of effective fundraising and grant acquisition.
- ❑ Strategic/entrepreneurial thinker with strong leadership skills.
- ❑ Well-developed business planning, operations, and supervisory skills.
- ❑ Demonstrated ability to interact effectively to diverse groups of stakeholders and staff.
- ❑ Excellent written and verbal communications skills; including public speaking skills.
- ❑ Minimum of 10 years professional experience in the field(s) of health, nonprofit, education, advocacy and/or social service.
Bachelor's Degree from a 4-year accredited college or university required (Advanced Degree preferred).
- ❑ Experience in the field of sexual and reproductive health, policy development, and/or coalition building.

Please send a cover letter describing your qualifications and interest, your resume, and three references (names and contact information) to Dr. Cynthia Osborne, Board Chair, Texas Campaign to Prevent Teen Pregnancy at cosborne@prc.utexas.edu. The committee will begin reviewing applications on January 31, 2018, and the position will remain open until filled.