



**Requisition: Director of Service Providers**

**ProUnitas Inc.**

**TEAM:** Operations

**REPORTS TO:** Chief Operating Officer

**LOCATION:** Houston, TX

**THE ROLE:**

ProUnitas Inc. is seeking a Director of Service Providers who is a self-directed critical-thinker and excited about working in a fast-paced entrepreneurial environment. The Director of Service Providers will support the vision of ProUnitas by developing and maintaining relationships with an array of stakeholders including non-profit leaders, school district leaders, foundations, and school community members in the Greater Houston area to ensure students receive adequate resources and services.

The position will report directly to the Chief Operating Officer and will work alongside the Directors of District Success and the Impact Managers. This position will lead the establishment of the ProUnitas Resource Map built around each specific school providing clarity to stakeholders across the district ecosystem as well as across the city. The position will also serve as a resource for leaders across nonprofits, foundations, and school districts as the primary authority over service distribution, utilization, and quality. This will also ensure ProUnitas accomplishes its mission to ensure every child has access to the right resources at the right time in order to succeed in school and beyond.

**SCOPE OF THE WORK:**

**Part A: Creation of the Infrastructure**

- Design and create the Resource Map around programs within campuses across a variety of districts
- Identify and invest ~120 nonprofit leaders to opt into the Resource Map database
- Understand the ramifications of the Resource Map as a gold standard for the city and plan for national adoption of this blueprint

**Part B: Strategy**

- Guide the Greater Houston school districts, The City of Houston, and funders on a strategy for service delivery distribution
- Provide funders with a clear path for allocation of their funds
- Act as a consulting partner to EDs of nonprofits across The City of Houston
- Become to go-to authority for service utilization in regards to duplication, capacity, and quality

**THE PERSON:**

In practice, your time will be spent:

- Interfacing with nonprofit leaders, foundations, and district leaders.
- Designing the resource map with ProUnitas contracted developers from the ground up.
- Investing service providers, school and district leaders, and campus staff in the utilization of ProUnitas' PurpleSENSE software and and Resource Map to ensure high levels of utilization.

- Training, coaching, troubleshooting, and supporting service providers through a variety of means (site visits, phone calls, email, formal trainings, etc.)
- Keeping abreast of current events including local and national related policies, district initiatives/priorities, and emerging innovations within education as it relates to the role.
- Supporting the Operations Team with the stakeholder multi-tiered level of support framework.

## **THE MUST HAVES:**

### **Mindsets**

- Humility to delegate to others and elevate those around you; titles are not important to us – let’s get the work done
- A willingness to not get caught in the thick of thin things; laugh at yourself and find humor in the day to day
- A belief in service to others and have demonstrated servant leader tendencies in past roles
- A commitment to the relentless pursuit of quality – constantly improving, growing, and refining, unprompted

### **Skills**

- Reflective & proactively work to grow, improve, and respond to feedback (adjusting & affirming)
- A strong track record of professional project management experience
- Experience or deep familiarity with non-profits and service organizations
- A strong interest in education topics and current events
- Frequent interaction with others- must possess strong interpersonal skills with external stakeholders
- Ability to use data to problem-solve, set strategy, and execute accordingly
- Insane ability to smoothly facilitate strong trainings and events
- Ability to execute in a fast-paced work environment
- Comfortability with influencing others (peers & senior leaders) to achieve outcomes
- Ability to properly prioritize tasks by what matters most given constantly competing priorities
- Thrive with independence and be able to fly solo while also collaborating alongside an amazing team of mission driven people
- Able to adapt in an ambiguous, abstract, and changing environment & operate with flexibility when necessary
- Proficiency in Microsoft Office applications (Word, PowerPoint, Outlook, and particularly Excel)

### **Work Demands**

- Be able to work weekend and evenings, as necessary
- Be able to travel multiple times a week within the greater Houston area to events, meetings, and trainings

## **Education**

- Bachelor's degree from accredited college/university required.
- Graduate degrees in education or management preferred.
- 5-7 years of relevant work experience required.

## **COMPENSATION:**

ProUnitas offers a competitive compensation package that matches the candidate's previous position that is commensurate with experience and includes a 401K plan, medical, dental, & vision benefits.

## **FLEXIBILITY:**

ProUnitas offers:

- Unlimited vacation time
- Ability to design one's own schedule
- Principle over Rules approach to governance allowing for flexibility in workplace environment

## **WE ARE DEEP COMMITTED TO DIVERSITY, EQUITY & INCLUSION:**

ProUnitas Inc. encourages individuals of all ethnic, racial, and socioeconomic backgrounds to apply for this position. We are committed to ensuring that our staff reflects the populations we serve.

ProUnitas Inc. is committed to providing equal employment opportunities to all qualified individuals and we do not discriminate on the basis of race, color, ethnicity, religion, sex, gender, gender identity and expression, sexual orientation, national origin, disability, age, marital status, veteran status, pregnancy, parental status, genetic information or characteristics (or those of a family member) or any other basis prohibited by applicable law.

*\*This job description reflects ProUnitas' assignment of essential functions and qualifications of the role. Nothing in this herein restricts management's right to assign, reassign or eliminate duties and responsibilities to this role at any time.*

## **HOW TO APPLY:**

Interested individuals should send a resume and cover letter to Damon Hoyle, Chief People Officer, at [dhoyle@prounitas.org](mailto:dhoyle@prounitas.org). If you still have questions regarding the role, feel free to contact Damon Hoyle.