

Job Title: Executive Director

Organization: Midland Teen Court

Location: Midland, TX

Closing Date: 1/31/2022

Position Summary

The Executive Director is a full-time employee who works in the office (615 West Missouri Avenue, Suite 420) and at Midland Teen Court sessions on scheduled Monday evenings, 4:00 - 7:00pm at the Midland County Courthouse. Regular office hours for Midland Teen Court are 8:00am - 5:00pm Monday-Thursday and 8:00am - noon on Fridays. The Executive Director is the key management leader of Midland Teen Court. This position is responsible for overseeing the administration, programs, and strategic plan of the organization. Other key duties include fundraising, financial management, program development, and community outreach. This position reports directly to the Board of Directors.

Responsibilities include, but are not limited to the following:

1. Financial Performance and Viability: Develops resources sufficient to ensure the financial health of the organization.

- o Responsible for the fiscal integrity of Teen Court, to include submission to the Board of a proposed annual budget and monthly financial statements, which accurately reflect the financial condition of the organization.
- o Responsible for fiscal management that generally anticipates operating within the approved budget, ensures maximum resource utilization, and maintenance of the organization in a positive financial position.
- o Responsible for fundraising and developing other resources necessary to support Teen Court's mission.
- o Grant Writing to local foundations/charitable trust.

2. Organization Operations: Oversees and implements appropriate resources to ensure that the operations of the organization are appropriate.

- o Responsible for signing all notes, agreements, and other contracts made and entered into and on behalf of the organization.

3. Board Governance: Works with the Board in order to fulfill the organization mission.

- o Responsible for leading Teen Court in a manner that supports and guides the organization's mission as defined by the Board of Directors.
- o Responsible for communicating effectively with the Board and providing, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions.

4. Organization Mission and Strategy: Works with board and staff to ensure that the mission is fulfilled through programs, strategic planning, and community outreach.

- o Responsible for implementation of Teen Court's programs that carry out the organization's mission.
- o Responsible for strategic planning to ensure that Teen Court can successfully fulfill its mission into the future.
- o Responsible for the enhancement of Teen Court's image by being active and visible in the community and by working closely with other professional, civic, and private organizations.

5. Act in a trustworthy and honest manner; respecting the confidentiality of all with cases before Midland Teen Court.

6. Set a positive tone in the office for visitors by greeting everyone courteously and respectfully, with a positive attitude and willingness to help.

7. Effectively communicate with other staff members.

SKILLS REQUIRED

- Bachelor's degree and at least two years successful work experience, preferably in a supervisory, administrative, or leadership capacity, or a similar record of successful volunteer leadership.
- Previous community development, not-for-profit, fundraising and/or similar related experience.
- Solid, hands-on, budget management skills, including budget preparation, analysis, decision-making, and reporting.
- Strong organizational abilities including planning, delegating, program development, and task facilitation.
- Strong written and oral communication skills.
- Ability to interface and engage diverse volunteer and donor groups.
- Demonstrated ability to oversee and collaborate with staff.
- Strong public speaking ability.

Benefits: Health, dental & vision insurance; vacation leave; sick leave; and 401(k) plan.

The Teen Court office follows the Midland ISD holiday calendar.

How To Apply: Email resumes to tmoore@midlandteencourt.org