



# East Texas Human Needs Network

## Job Announcement

<b>Job Title:</b>	Chief Executive Officer
<b>Type of Position:</b>	Full-time
<b>Salary:</b>	\$65,000 to \$72,000 annually
<b>Benefits:</b>	Two weeks' vacation
<b>Reports to:</b>	ETHNN Board of Directors
<b>Supervises:</b>	Project Coordinators, Interns, and Volunteers
<b>Work location:</b>	Local remote
<b>Opening Date:</b>	Tuesday, July 20, 2021
<b>Closing Date:</b>	Monday, August 16, 2021
<b>Start Date:</b>	October 1, 2021, or as mutually agreed
<b>Application Process:</b>	Email resume, cover letter describing your interest in this position, and three references to <a href="mailto:info@ethnn.org">info@ethnn.org</a> . Select applicants will be asked to submit written responses to questions before an interview. Questions on this position may be directed to Christina Taliaferro, <a href="mailto:christina@ethnn.org">christina@ethnn.org</a>

## **CHIEF EXECUTIVE OFFICER POSITION DESCRIPTION**

### **Context**

The East Texas Human Needs Network (ETHNN) is a network of individuals and cross-sector organizations (members) working together for strengthened programs, connection, and improved awareness of services that meet essential human needs.

Called collective action, the idea is simple: When we work together toward shared goals, create a coordinated plan of action, and use data to continuously progress toward those goals, we can solve the complex challenges that impact our community. Membership is inclusive and there is no cost. ETHNN has over 100 member organizations.

### **Organizational Overview**

ETHNN was established in 2012 as a response to meet needs of enormous scale that transcend the capacity of individual agencies.

ETHNN is a Public Charity, exempt under IRS Code 501 (c) 3. ETHNN is led by a Board of Directors and the CEO. There are six standing Councils, each Council has a Chair and collectively the Chairs make up the Steering Council. The Steering Council plans, calls, and conducts activities. The Steering Council serves on the Board of Directors. The Board of Directors is guided by collaborative governance and controlled by consensus.

ETHNN leads three major efforts:

#### **1. Collective Action**

We conduct research and coordinate plans that address the education, employment, health, behavioral health, housing and transportation needs of under resourced individuals and families. We measure our impact on educational attainment, employment at living wages, quality health and behavioral healthcare, safe decent and affordable housing, and accessible transportation through our triennial comprehensive community needs assessment. Currently providing backbone support to the Smith County Behavioral Health Leadership Team.

#### **2. Understanding Poverty**

We provide education, embedding the Bridges Out of Poverty constructs at all levels of the community to address the causes of poverty and create a sustainable community fostering human potential through trusting relationships, empowerment and education.

#### **3. Online Social Services Directory**

Through [www.903HELP.org](http://www.903HELP.org) online social services directory, we ensure people in our community can find help in times of need. 903HELP.ORG is known by thousands of our neighbors in East Texas as the local online social services directory where emergency resources and day-to-day "help is just a click away."

## **Position Overview**

To lead this important work, ETHNN is seeking a passionate and entrepreneurial CEO. The CEO will be a visionary, dynamic leader who can grow and lead the organization, facilitate the collective success of this regional effort, and serve as a public ambassador for the initiative. The CEO works to draw isolated groups and individuals into working relationships as an effective network; combines community organizing skills with collaborative leadership; and helps organize diverse and creative ideas of numerous contributors without centralizing power and decision-making. The CEO will also drive ETHNN's internal and external functions, including strategy, communications, community engagement, and data functions.

## **Responsibilities**

The CEO will manage staff and systems and be accountable for nurturing the efficiency and effectiveness of both, providing high-level strategic thinking and facilitation of the ETHNN effort. Key responsibilities include:

### **Provide Leadership:**

- Provide visionary, adaptive leadership, modeling ETHNN's guiding values and fostering a culture that reflects them.
- Developing, coaching and mentoring ETHNN team members.
- Establishing, facilitating, and executing effective and open communication with staff, particularly related to internal decisions and strategy.
- Developing systems to share organizational decisions with the ETHNN Board of Directors and staff members; and
- Identifying capacity gaps and creating hiring plans that acknowledge and plan for possible organizational growth and shrinking.

### **Drive Strategic coherence:**

- Maintaining understanding of implementation challenges and developing comprehensive solutions to address them.
- Providing direction and support to partner organizations in aligning their work to the Common Agenda (e.g., identifying opportunities for program work to support specific goals);
- Acting as a neutral arbiter and helping resolve disputes or disagreements in direction among Councils and Board of Directors; and
- Developing advocacy priorities and coordinating supporting activities of partners.

### **Supporting Board of Directors and Council meetings:**

- Providing support to Board of Directors and Council co-chairs to facilitate meetings, helping to prepare meeting materials, etc.
- Providing regular reports on progress against goals and indicators; and
- Building and maintaining relationships with Board of Directors, Board of Directors, Council co-chairs, and Council members.

**Secure Funding:**

- Identifying potential funding sources to support ETHNN's goals and priorities:
  - Writing grants, as needed, or overseeing work of grant writer.
  - Working with implementing agencies to provide information to support their grant applications.
  - Overseeing ETHNN grant reporting to funders as required.
- Providing support and guidance to partner organizations in aligning resources to ETHNN agenda (e.g., supporting identification of grant opportunities that align to ETHNN goals).
- Tracking all ETHNN funding, including funds from partner organizations; and
- Developing relationships with potential funders and participating in relevant networks.

**Work with community partners:**

- Coordinating research and other activities with initiative partners to minimize redundancies and to align strategies and actions, including conducting individual outreach and education as needed.
- Updating outreach strategy as new needs emerge.
- Coordinating with other projects and coalitions in the same field to maintain a full understanding of the current landscape of local and regional activities, and integrating their work into Board of Directors and Council processes; and
- Building and maintaining relationships with community partners.

**Communications:**

- Communicating the objectives of ETHNN to the community and potential partners.
- Creating or managing creation of yearly summary reports of ETHNN progress for Board of Directors, Board of Directors, ETHNN partners, and external audiences; and
- These duties may be done in coordination with a communications consultant or staff:
  - Developing communications materials as ETHNN evolves, potentially including summary documents, brochures, FAQs, and other items.
  - Developing web and social media strategy; and
  - Creating press strategy, including drafting press releases, coordinating with media outlets.

**Facilitation and Stakeholder Management:**

- Build the Backbone's identity as a respected, neutral convener among a broad spectrum of local stakeholders.
- Cultivate excellent working relationships with community leaders involved in this initiative to inspire collective action without formal authority.
- Ensure effective facilitation of all Council meetings and provide regular reports on group progress against goals and indicators.
- Help identify and recruit additional cross-sector stakeholders to participate in the ETHNN work.

**Shared Strategy and Measurement:**

- Oversee the development of a regional set of strategies that will drive transformative change in the region.
- Oversee the development and implementation of a shared measurement system that will track common outcomes and indicators across the initiative and use results to inform learning and continuous improvement.

**Managing internal systems:**

- Overseeing daily operations and establishing and maintaining systems for measuring necessary aspects of operational management.
- Selecting, contracting with, and overseeing work of consultants (e.g., data management, grant writing, etc.)
- Monitoring and reporting on operational issues, opportunities, and achievements within agreed formats and timelines; and
- Identifying improvements in use of data-driven decision-making and ensuring that data is collected, integrated, and communicated effectively across the organization.

**Data collection, analysis, and reporting:**

- Overseeing work of data manager or consultant.
- Coordinating indicator refinement with Councils and Board of Directors.
- Ensuring all partners know targets and indicators.
- Creating or managing creation of yearly summary reports of ETHNN progress for Board of Directors and external audiences; and

**Reporting Relationships**

The CEO will ultimately recruit and hire top talent, building and managing a highly functioning team, and report to the ETHNN Board of Directors.

**Requisite Qualifications**

This is an outstanding opportunity to play a critical role in establishing a community where everyone can live well. The CEO must be committed to the mission and overarching goals of ETHNN.

The successful candidate will be able to demonstrate:

- At least 5-10 years of relevant work experience, including at least 3 years managing teams in a fast-paced and high-growth nonprofit, social enterprise, or business start-up environment.
- At least five years of fundraising experience and demonstrated success in cultivating fundraiser relationships.
- The executive presence to inspire confidence and passion in both internal and external audiences.

- Advanced strategy and planning skills, including an ability to think strategically on both organizational and systemic levels over multi-year horizons.
- Strong data acumen and ability to oversee shared-measurement systems.
- Strong facilitation and presentation skills before multiple types of audiences.
- Experience with complex project management and stakeholder management.
- Existing relationships with, or ability to build relationships with, a cross-sectoral range of stakeholders in the local or regional area, including senior executives.
- A track record of leading, inspiring, and developing high-performance teams.
- Outstanding communication and interpersonal skills, with the ability to build authentic relationships with a diverse set of high-profile stakeholders.
- Comfort with ambiguity and ability to thrive in a fluid, entrepreneurial environment; willingness to “roll up one’s sleeves” and extend beyond formal responsibilities based on the needs of the work.

### **Desired Qualifications**

- Advanced degree in related field.
- Entrepreneurial spirit.
- Familiarity with the local area, focus of the initiative and/or collective impact.

### **Start Date**

September 1, 2021.

### **Application Instructions**

Email resume, cover letter describing your interest in this position, and three references to [info@ethnn.org](mailto:info@ethnn.org). Select applicants will be asked to submit written responses to questions before an interview. Questions on this position may be directed to Christina Taliaferro, [christina@ethnn.org](mailto:christina@ethnn.org)