



Executive Director Job Posting – May 2018

Women's Storybook Project (WSP) is a nonprofit that connects children with their incarcerated mothers through literature. Our highly valued volunteers travel to Texas female prisons to record offenders as they read stories to their children.

Mission: WSP connects children with their incarcerated mothers through the joy of literature. *Website:* <http://storybookproject.org/>

Overview of Job Responsibilities

The Executive Director (ED) is the chief executive officer of WSP and reports to the Board of Directors. The ED is accountable for working collaboratively with the Board to support the WSP mission by implementing strategies to deliver results and outcomes that are achieved through the work of the ED, staff, and volunteers.

Operations: Ensures the efficient operation of the Women's Storybook Project (WSP) to include financial performance, budget preparation, program development and expansion, funds development, staff & volunteer management, marketing/public relations, and compliance with all pertinent Texas Department of Criminal Justice regulations and standards as applicable.

Volunteer Program: Manages the Women's Storybook Project volunteers who travel to female prisons in Texas to develop audio recordings of "Mom as she reads for her child." WSP produces the recording and purchases the book which is then delivered to the child. The program is currently in place at nine Texas female prisons with a plan to expand to additional female prisons where applicable.

Funds Development: Collaborates with the Board of Directors and Founder to create and implement a funds development plan which increases revenue and the philanthropic support of WSP. The ED is directly responsible for all fundraising activities to ensure goals are being achieved.

Marketing/Public Relations: Provides oversight regarding maintenance of the WSP website, social media platforms, annual report, newsletter and other forms of communication. As appropriate, represents WSP at local and state events and also serves as a spokesperson.

Key Relationships: Maintains a strong working relationship with the Board of Directors, Founder, wardens, grantors, foundations, donors, and contractors. Provides verbal and/or written updates on a monthly/quarterly basis to the Board of Directors

Job Qualifications

A bachelor's degree in a relevant discipline (behavioral science, health and human services, business management, nonprofit management); Certified Fundraising Executive certification preferred

A minimum of 5 years in a nonprofit setting with increasing roles or levels of responsibility to include program delivery, funds development, managing/leading staff and volunteers, and maintaining efficient and productive day-to-day operations

Proven track record in implementing fundraising strategies and increasing philanthropic support for a nonprofit organization

Excellent communication skills (oral and written) with diverse groups

Knowledge and proficiency in the use of computers and business productivity software

Compensation/Benefits

- Competitive salary commensurate with experience
- Paid vacation after 3 months
- Application: To apply, send cover letter and resume to exdsearch@storybookproject.org; no phone inquiries please.

WSP is an equal opportunity employer and does not discriminate on the basis of age, sex, race, language, ethnicity, national origin, gender, gender expression, gender identify, marital status, sexual orientation, or status as a veteran with a disability.