



The Board of Directors is actively seeking a resourceful and visionary Executive Director. The Director, working in concert with the board, volunteers, and staff, will move High Point Village forward in the development and implementation of internal and external goals that reflect the organizational development, implementation, financial oversight, and fundraising of High Point Village.

About High Point Village:

High Point Village is a faith-based, 501(c)3 nonprofit organization that exists to enrich the lives of special needs individuals through a variety of vocational, educational, social, and motivational activities. High Point Village empowers those with special needs to achieve greater independent living skills, job skills, spiritual growth, and self-esteem.

Through "Recognizing abilities, not disabilities," the endeavor of High Point Village is envisioned in three concurrent, interrelated phases. Firstly, High Point Village operates an Enrichment Center. The goal of the Enrichment Center is to provide unique, high-quality activities to individuals with special needs-- aiming to increase self-sufficiency and social competence, teach "real-life" job skills, and expand the vision of what individuals with special needs can accomplish. The second goal for High Point Village includes building an outstanding, residential living community for adults with special needs where they can live safely and independently among their peers. This state-of-the-art community will be a place where individuals with special needs can live, learn, work, and socialize in a supported environment, attaining the quality of life they desire and deserve. The third aim of High Point Village includes having an Information and Referral Center that will assist families in the West Texas Panhandle region who have individuals with special needs..

For more information visit: www.highpointvillage.org. Interested Applicants need to submit a resume with cover letter to admin@highpointvillage.org with subject line "Executive Director" or mail resume to:

High Point Village
PO Box 65674
Lubbock, TX 79464

Open until filled. Application deadline is July 30th. Salary range is \$35,000-\$50,000 DOE.

Executive Director Function

- To implement the strategic goals and objectives of the organization.
- To give direction and leadership toward the achievement of the organizations philosophy, mission, strategy and its annual goals and objectives
- To serve as the primary contact and representative of High Point Village to the community at large.

Executive Director Responsibilities

Board Development

The Director will:

- Work closely with High Point Village Board of Directors to recruit, train and maintain a strong, balanced Board of directors.
- Promote Board of Directors' engagement in critical thinking, strategic planning, resource/financial development, membership development and overall organizational wellness.
- Serve as the primary staff person for the Board of Directors and any other committees when/if they are created. The Director is responsible for overseeing the staffing of all other committees.

Fiscal Management

The Director will:

- Ensure that High Point Village is fiscally sound.
- Work with staff and Board to prepare all budgets.
- Establish accountability standard for grant and budget tracking.
- Direct financial activities and makes decisions based on plan and policies developed in concert with the Board of Directors.
- Oversee/supervise all book keeping, accounting and financial activities.
- Obtain contributions, contracts, grants and in-kind donations to support High Point Village programs and services.
- Present an annual budget, quarterly financial reports for the Board of Directors.
- Develop calendars and action plans for each Annual Fund campaign division, sponsorship and underwriting programs, government grants, special events, etc.
- Produce and provide regular detailed accountability reports about the organizations' finances and fundraising operations

Fundraising and Marketing

The Director will:

- Develop and sustain a diverse funding base.
- Solicit and cultivate strategic donors.
- Spearhead efforts to identify and obtain individual, corporate and foundation contributions.
- Establish forecasts and prepare evaluations of fundraising potential for the Development activities by identifying and rating prospects with special attention given to those prospects having the highest potential.
- Develop and coordinate any and all capital campaigns for buildings, expansions and other programs.
- Devise and execute all fundraising programs, special events and activities for High Point Village.
- Oversee preparation and production of all promotional mailings, printed pieces and web communications, as related to fundraising.
- Produce proposals, sponsorship invitations, and requests-for-grants for procuring funds for organizational efforts and causes.
- Raise the visibility of the organization through the development and implementation of a sustainable marketing campaign geared to its various constituencies as well as the general public.
- Develop strategic alliances in the community in order to build the necessary volunteer structure to ensure the best volunteer match and to maximize the number of personal contacts made.
- Offer creative and active leadership for the organization at large.

Human Resources Management

The Director will:

- Recruit, manage, inspire, motivate and empower a strong staff team.
- Promote an organization culture that fosters passion for the mission cooperation, open and frequent communication, teamwork and a common organization vision.
- Prepare for the anticipated growth of the organization by developing and implementing human resource policies and procedures, including training, hiring and firing, succession planning and performance management for all staff.
- Direct the production, coordination and implementation of solicitation and volunteer orientation and training materials.
- Oversee an appropriate organization structure and ensure that the programmatic objectives are supported internally: facilities, technology, finances, communication and functional needs.
- Be responsible for volunteer management, public relations and education programs.
- Direct the production of campaign summaries and management reports by setting priorities for support staff in order to implement campaign action plans, gauge results, and determine future courses of action.