



Position:	Executive Director
Organization:	SBP Houston
Reports to:	Chief Recovery Officer

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About SBP

SBP, a social impact organization focused on disaster resilience and recovery, **solves the challenges facing at-risk communities** and scales impact with a proven model that brings the rigor of business and innovation to reduce risk, create resilient communities and streamline recovery. By taking this holistic approach, SBP shrinks the time between disaster and recovery.

SBP does this in three connected ways—prepare, shape and build

1. SBP **prepares** individuals, communities and organizations to mitigate risk and speed recovery.
2. SBP **shapes** federal policy and system change and state and local disaster recovery programs to be more efficient and effective.
3. SBP **builds** resilient communities efficiently and effectively and shares our proven model and approach with others.

Position Summary

The Executive Director will be tasked with growing the SBP Houston operation to meet the housing needs of the low to moderate income community. Reporting to the Chief Recovery Officer, the Executive Director will have overall strategic and operational responsibility for SBP's culture, team, programs, and execution of its mission in Houston.

Through partnership development, grant writing, program diversification and optimization, the Executive Director will support the design, implementation and ongoing efforts to develop affordable housing for sale and for rent and to repair owner occupied homes. The ED will manage the day to day activities of the operations to achieve annual production goals and outcomes in a way that is aligned with the organization's vision, mission and values.

Responsibilities

- Develop and achieve annual goals and benchmarks for housing production (for sale, for rent and owner occupied), property management, clients, residents, volunteers, fundraising, budgeting, AmeriCorps and communications.
- Align team members, operations and activities with SBP's mission, vision and values.
- Lead, coach, and develop SBP Houston team members (3-5 staff and 10-30 AmeriCorps members) and ensure each team member understands their goals and has the training and supervision needed to achieve them.
- Promote a culture of excellence that is grounded in Toyota Production System problem solving.
- Actively engage and energize SBP volunteers, board members, event committees, partnering organizations, and funders to meet articulated goals and objectives.
- Seek out and suggest opportunities to broaden SBP's local impact.

Qualifications:

- Bachelor Degree and a minimum of 5 years of management experience.
- Executive leadership strongly preferred.

- Experience in state/national grant management.
- Experience in affordable housing program design and management.
- Understanding of Houston housing needs is strongly preferred.
- Fluency in Microsoft Office, Salesforce, and Google tools.
- Clear communication skills and a strong sense of maturity, positivity, and professionalism.
- Able to satisfactorily pass a Criminal History Check to include sex offender registry, Louisiana State Police, and FBI.
- Valid driver license and reliable transportation.

Performance Expectations:

- Provide effective leadership for staff and be accountable for achieving departmental and organizational goals.
- Translate broad goals into achievable steps and set and manage appropriate expectations.
- Handle detailed, complex concepts and problems and make rapid decisions regarding management and development issues.
- Plan and implement programs and meet deadlines.
- Establish strong and appropriate relationships with staff, AmeriCorps members, governing board, volunteers, donors, partners and the general community.
- Maintain a flexible work schedule to meet the demands of executive management.
- Demonstrate initiative and work as a team player.
- Adhere to the highest ethical standards in management, governance, and fund development.
- Convey a professional and positive image and attitude regarding the organization and the not-for-profit sector.
- Demonstrate commitment to continued professional growth and development

SBP is building a diverse and experienced staff. The organization encourages multiple perspectives and experiences, supports a multicultural environment, and strives to hire and retain a diverse workforce that reflects the populations we work with and the communities where we work. Our hiring and business practices appreciate the strengths offered through different backgrounds.

SBP is an equal opportunity, affirmative action employer and is committed to providing access, equal opportunity and reasonable accommodation for individuals with disabilities in employment, its services, programs, and activities. All qualified applicants will receive consideration for employment without regard to age, race, color, religion, gender, creed, national origin, physical or mental disability, marital status, veteran status, disabled veteran status, or status as a member of any other protected group or activity.

It is the policy of SBP not to discriminate against any individual, person, or group on the basis of disability and the intent of SBP to address any complaints that may arise pursuant to Section 504.