



Open Position: Executive Director

Who We Are: BIND (Brain Injury Network of Dallas) is a 501c3 nonprofit corporation established in late 2011 and is in good standing with the IRS. Our Mission is to provide tools and a bridge of support to adult brain injury survivors so they can reconnect into life, the community and workplace. Our Vision is to lead the DFW area in providing member-driven services and serve as the model for Brain Injury Clubhouses across the state of Texas. BIND opened its (Plano) clubhouse program to members in February 2015 and has experienced rapid growth since that time. A second location in Fort Worth is slated to open early 2022.

BIND is governed by an independent Board of Directors and engages an additional group of Board Advisors and a Diversity and Inclusion Workgroup. BIND currently employs 7 staff, including a full time Executive Director, a full time Development Director, a full time Program Director (Plano), a part time Program Director (Fort Worth) a full time Unit Coordinator and 2 part time Unit Coordinators. BIND programs are based on Clubhouse International and International Brain Injury Clubhouse Alliance standards. BIND currently serves over 100 individuals and is dedicated to empowering its members to maximize strengths while developing strategies to assist with meeting personal goals for community reintegration after skilled medical care has been exhausted.

The Executive Director Position: Reporting to the Board of Directors, the Executive Director (ED) will have overall strategic and operational responsibility for fund development, finances/budget, its staff, volunteers, members, student interns, programs, expansion and execution of the Mission and Vision. The Board of Directors monitors and supports the ED to ensure that he or she is competent and effective, including conducting an annual performance review.

The ED works in partnership with the Board and the staff to provide leadership and vision for the organization and to develop long-term strategies. The ED develops and implements policies approved by the Board, maintains organizational culture, proactively works to reduce risk, and effectively manages resources while representing BIND in the community.

We're Looking For Someone Who:

- Thrives in a work environment with a fair amount of governance autonomy and is fully invested in collaborative program enhancements and fundraising with top reports
- Demonstrates excitement when scaling projects through development of goals and objectives and tracks performance while closing gaps along the way
- Consistently seeks funding diversification and sustainability for a healthy future
- Enjoys learning and demonstrates the ability to adjust to unanticipated challenges
- Intuitively realizes the potential in others and sees where opportunity may be hiding
- Aligns resources in a productive, efficient and meaningful way

- Expects direct reports to accept ownership and reinforces accountability across all levels of the organization
- Easily establishes and maintains relationships with a variety of stakeholders

Specific Responsibilities

- Defines the organizational culture and values while ensuring that they are embodied through hiring practices, training and development, and all systems and processes
- Oversees the implementation and evaluation of programs and services that support the mission
- Leads the staff and board in developing a realistic annual budget, and makes financial decisions consistent with the budget
- Develops a staffing structure that supports the effective delivery of programs and services and the accomplishment of major goals identified in the strategic plan
- Hiring and managing Director-level staff and carries some responsibility for managing the additional program staff and volunteer workforce
- Implementation and ongoing revision of member, personnel/volunteer, financial controls and risk management policies approved by the board
- Supports and closely monitors fundraising efforts including personally cultivating and soliciting a portfolio of donors, and supervising development staff and implementation of fundraising plans through consistent collaboration with the Development Director
- Ensures effective systems to track progress are functional, and regularly evaluates program components, so as to measure success that can be effectively communicated to the board, funders, program members, and the greater community
- Provides regular internal financial statements and long-range cash flow forecasting to the board that compares performance to budget
- Conducts multiyear financial analysis, analyzes trends, and engages the board in strategic discussions about financial stability and sustainability, including the development of adequate operating reserves
- Complies with all local, state, and federal legal requirements, including oversight and administration of government grants
- Maintains existing and fosters new relationships with partner organizations, policymakers, the media, universities, civic groups, chambers of commerce and others
- Represents the organization by participating in key associations and organizations, serving on committees and advisory groups, and speaking in public settings
- Effectively communicates and markets the organization's mission, program effectiveness, and fundraising needs to the general public that are consistent with the BIND brand

What We Offer:

- Flexible work schedule (some evenings and weekends are anticipated)
- Opportunity to work remotely as approved by the Board of Directors
- Supportive, diverse, stable, and passionate Board of Directors, staff and volunteers
- Competitive salary and generous PTO, bereavement and extended medical leave
- High donor retention + history of successful corporate, foundation, local and state government partnerships and funding sources
- Recently refined operational systems and processes
- Positive and engaging work environment
- Numerous well-established relationships with civic groups, universities and other

professional organizations that supply a steady stream of motivated volunteer and skilled intern support

- A 40-hour workweek with an annual salary range of \$80,000 - \$95,000

Qualifications: The ideal ED candidate should have proven leadership, coaching, and relationship management experience. Concrete qualifications include:

- Advanced degree, with at least 5 years of management experience
- Track record of effectively leading a performance- and outcomes-based organization and staff
- Ability to point to specific examples of having developed operational strategies that have taken an organization or project to the next stage of growth
- Familiarity or previous experience with CARF or other structured certification program assessment processes
- Excellence in organizational management with the ability to coach staff, manage, and develop high-performance teams, set and achieve strategic objectives, and manage a budget
- Past success working with a Board of Directors
- Strong marketing, public relations, and fundraising experience with the ability to engage a wide range of stakeholders
- Strong written and verbal communication skills; a persuasive and passionate communicator with excellent interpersonal skills

To Apply, Email the Following to BOD@thebind.org:

- Cover letter
- Writing / marketing piece or grant proposal sample, if available
- Resume