



Austin Center for Grief & Loss Position Announcement

Job title: Executive Director

Job classification: Full-time

Reports to: Board of Directors

FSLA status: Exempt

Salary: \$100,000

Summary:

The Austin Center for Grief & Loss is actively seeking a full-time Executive Director to join our dynamic and mission-focused non-profit agency. We seek to serve all individuals needing grief, loss, and trauma-related services with compassionate, inclusive, and professional care that transforms their grief and ultimately provides hope.

Founded in 2007 by Khris Ford, the mission of The Austin Center for Grief & Loss (Austin Grief) is to assist children and adults as they move from loss to life through support, therapy, education, training, and consultation in the greater Austin area. The agency is run by a dedicated staff of clinical, operations, marketing, administrative professionals, and a Board of Directors. We are excited to begin the search for an Executive Director to join our organization and take the lead of our talented team and our outward presence in the community.

As Executive Director, you will be at the helm of an organization that has experienced tremendous growth in the need for our services since 2020 and has grown our internal staff size to accommodate. Our next leader is excited to take Austin Grief to the next level by creating organizational and development strategies, including diversifying fundraising sources to help Austin Grief have a more significant impact in the Austin community and beyond.

You will be responsible for contributing meaningfully to the evolution of Austin Grief, its vision, and how its staff, contract therapists, and the Board of Directors work together to achieve it. You are not afraid to jump in and do the work, in addition to having excellent delegation skills as you collaborate with Austin Grief leadership and the rest of the team. You will leverage your donor stewardship skills to strengthen relationships with donors, as well as build new ones through your connections and cultivating connections through the

Board of Directors. You will leverage your strategic and operational skills to take a keen eye to Austin Grief's working processes, working with other organizational leaders to update them as the organization scales or redefine them when needed. You will enhance a strong, cohesive staff, nurturing a healthy working environment while regularly developing and maintaining the flow of communication between staff and the Board of Directors. You will call upon your clinical or mental health expertise to relate personally and professionally to the challenges our staff and clients face, always seeking to build an environment at work that is inclusive, compassionate, balanced, and supportive.

Join The Austin Center for Grief for Grief and Loss and take on this unique leadership opportunity to continue to build upon solid foundations and work to serve the greater Austin community with excellent grief, loss, and trauma-related care.

Key Responsibilities:

- Build achievable organizational strategy and goals for the organization's staff and Board of Directors to work together to effectively serve its clients, grow sustainably and improve the quality of services provided
- Enhancing a strong, cohesive staff, nurturing a healthy working environment that is inclusive, compassionate, balanced, and supportive.
- Manage and empower the success of the Clinical Director in their area of ownership: management of full-time and contract therapists, maintaining and updating clinical practices, and improving the excellence of clinical care provided to children, adolescents, and adults
- Manage and empower the success of the Operations Director in their area of ownership: management of internal operational processes, management of the event coordinator and administrative assistant, marketing of Austin Grief's services and events
- Oversee Human Resources related tasks and processes, including overseeing people management processes, performance feedback processes, payroll, onboarding, and offboarding
- Maintain meetings and processes with full-time staff, part-time staff, and contract therapists to ensure effective communication, progress towards goals, and facilitate team building
- Actively and closely oversee the financial health of the organization, including annual budget development, grant management, monthly reporting, office procedures, and audit preparation
- Identify and hire a dedicated development role and/or resources to support Austin Grief's fundraising efforts, working closely with them to build and execute a Development Strategy that supports the organization's overall vision and strategic plan
- Develop processes for identifying key program or services outcomes, develop the pathways for clients to provide feedback, and regularly assess the success of Austin Grief's services and programs

- Support the organization's clinical staff in regularly evaluating the services or programs offered, and making key updates in response to changing circumstances, clinical best practices, or organizational goals
- Partner with staff to craft and deliver effective and inspiring external communication with existing and potential Austin Grief sponsors and volunteers
- Develop strong relationships with Austin Grief's donors and corporate sponsors, and work to cultivate new relationships with prospective donors
- Maintain regular reporting to the Board of Directors through regular email communication, board meetings, and committee or event-related meetings
- Ensure the filing of all legal, insurance, and regulatory documents, monitor compliance with all state and federal laws and regulations, and communicate any changes or modifications to staff and/or Board as appropriate
- Function as the public face of the organization, representing Austin Grief in the local community, including participating in civic, leadership, and nonprofit associations that elevate the profile of the organization and extend our development opportunities

Qualifications & Capabilities:

- A demonstrated strategic leader who can oversee daily operations, as well as execute a compelling operations and fundraising strategy
- Change management excellence and ability to work well with a diverse group of people (staff, clients, volunteers, donors, board members)
- Multicultural competency and commitment to inclusion and equitable culture and client care
- Experience building, motivating, and leading teams
- Passionate about collaborating with volunteers, clinicians, operational, development, marketing, administrative staff, and board members
- Demonstrate compassionate disposition and perseverance; reflect an optimistic attitude
- Highly organized, self-motivated, and able to handle multiple tasks
- Excellent written and verbal communication skills
- Strong technology skills and ability to work in an environment that requires collaboration across collaborative tools, like Share Point, Google Suite, and Microsoft Suite
- Clinical experience and/or expertise in mental health services is strongly preferred
- Bachelor's degree required, Master's degree preferred
- A minimum of 5 years of experience leading an organization with many moving parts. Experience in the non-profit sector is strongly preferred but not required

To Apply:

Please send a cover letter and resume to acgl@guidecause.com. Guide Cause Consulting is facilitating this process. Please get in touch with Kate Ruder (kate@guidecause.com) and Sarah Bowlin (sarah@guidecause.com) for any questions.