

Executive Director  
Deborah's House, a ministry of Travis Park Church

**POSITION SUMMARY:** The Executive Director of Deborah's House is responsible for effectively developing, administering, and executing an established faith-based transitional living program for women in recovery from substance abuse by helping them achieve long-term recovery, solvency and optimize the mind-body-spirit connection.

**GENERAL REQUIREMENTS:** The candidate is expected to present a professional image and reflect a positive attitude in dealing with residents, partners, volunteers, church members, board of directors, and the greater community. Must be able to work independently without day-to-day oversight and exercise mature judgment and sound problem-solving skills in a variety of scenarios, sometimes instantly. Must possess strong organizational skills and ability to prioritize multiple tasks to meet deadlines. The candidate must possess excellent written and verbal communication skills and enthusiastically interact one-on-one and groups, as well as public and private settings. The ability to maintain confidentiality and high ethical standards is vital to this position.

**EDUCATION AND EXPERIENCE:** Bachelor's Degree or higher in a related field or equivalent combination of demonstrated experience in substance abuse rehabilitation and director level administration, donor solicitation, and public relations. Preferred: Related experience in a non-profit organization and fundraising. If candidate is in recovery, a minimum of 4 years demonstrable sobriety is required.

**OTHER REQUIREMENTS:** Valid Texas driver's license and reliable vehicle, ability to pass criminal background check (criminal history does not preclude employment), medical/mental health certifications welcome and understanding of best practices for treating substance use and identifying co-occurring disorders for proper referral (this is **not** a therapist/counselor position)

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Responsible for building, developing, and maintaining relationships with referral partners for the purpose of facilitating admissions
- Manages all client related communication, which may frequently fall outside of regular business hours
- Prepare and conduct quality presentations at engagements and meetings with referral agencies, potential funders, community partners, and others interested in the organization
- Efficiently communicate with partners regarding potential residents and follow up on potential clients.
- Competently communicate with people at all levels, including board of directors, clients, clients' peer support leaders and family members, referral partners, legal administrators (CPS, parole, and probation officers etc.) and others as needed.
- Write grammatically correct routine reports, periodic grants, and general correspondence.
- Interview and accept/reject applicants
- Arrange for move-in/move-out of residents, to include assisting clients to identify and contact appropriate resources when needed
- Hold weekly accountability meetings with residents (12-step progress, meetings, and sponsor contacts, mentor meeting and Genesis progress, monitor church attendance, assist with job search/school/training program, perform UAs as needed etc.) and maintain accurate records
- Serve as liaison property manager to address any house needs
- Attend weekly staff meetings at Travis Park church

- Provide day-to-day fiscal operations of org revenues and expenses to include:
  - o Entering and managing information within QuickBooks (add new donors, vendors and maintain/update contact information, receive/document donations, resident rent, grant funds etc., monthly reconciliation of checking and trust accounts)
  - o Provide monthly fiscal reports for board meetings (Profit & Loss, Balance Sheet)
  - o Make deposits at bank
- Work with the Board Vice President – Mentor Liaison responsible for recruiting and coordinating mentor sessions
- Coordinate special events/training for residents (birthdays, anniversaries, graduations etc.) with mentors, board members, etc.
- Research alternative funding sources for residents (rental assistance, etc.) and maintain spreadsheet of organizations
- Supervises and trains staff (when budgeted) and volunteers
- Recommends and assists the board of directors in development of effective strategies for long-term program planning
- Develop yearly budget along with board of directors
- Responsible for knowing, articulating, believing in and being passionate about the history and mission of the org
- Within the scope of duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, and all compliance with all laws, regulations, policies, and procedures.
- ***This position will handle confidential information which must be treated with appropriate sensitivity.***

ENVIRONMENTAL DEMANDS: Work is generally performed indoors. Occasional lifting, bending, squatting, and transfers of light loads required (assisting residents with move-in/move-out and fundraising events).

WORK SCHEDULE: Core hours are 8:00 am to 5:00 pm, Monday thru Friday. Special projects or events require additional hours. This is a full-time salaried position and will require varied weekend work hours and evenings for organization special events and fundraisers.

WORK LOCATION: The base of operations for this position is Travis Park Church and the client residence. Travel within the San Antonio metro and outlying areas is an essential function.

ATTIRE AND DRESS CODE: Varies, but a professional image is expected to be maintained at all times while representing the organization.

PAY RANGE/BENEFITS: \$38,000-\$42,000, dependent upon qualifications and experience, plus benefits including insurance, 403b, cell phone, holidays, paid time off, and earned time off.

REPORTING STRUCTURE: This position reports to the Senior Pastor and the Board of Directors for day to day organizational oversight and direction.

Interested individuals should send cover letter and resume to: [executivedirector@deborahshousesa.org](mailto:executivedirector@deborahshousesa.org)