



Texas Council of Child Welfare Board's (TCCWB) Executive Director – Job Description

- **Part-time position**
- **Current Contract Term – September 1, 2023 – August 31, 2028**
- **Salary \$25,000.00 per State of Texas Fiscal Year**
- **The Executive Director has three (3) part-time positions to assist with committee coordination, finance, & IT assistance.**
- **Executive Director reports to the TCCWB President**

For additional information please contact one of the following:

TCCWB Interim Executive Director – George Ford - gford@tccwb.org or Office 281 436-7303
TCCWB President Diane Anderson-Glover – president@tccwb.org
TCCWB Interim Committee Liaison – Luella Steller – lsteller@tccwb.org
TCCWB Search Committee Chair – Marilyn DeMontrond – marilyn.demontrond@gmail.com

To submit a Resume or express an intent to apply please email the following:

TCCWB President Diane Anderson-Glover – president@tccwb.org

Executive Director Job Description

Minimum Qualifications:

The successful candidate should possess the following qualifications:

- Bachelor's degree or equivalent combination of education and related professional experience.
- Minimum of one (1) year of administrative, management, or supervisory experience.
- Demonstrated experience in:
 - Public Speaking and presentations
 - Professional writing and communication
 - Grant research and grant writing
 - Resource development and fundraising
 - Public relations and community outreach
 - Meeting planning and facilitation
- Proficient computer skills, including Microsoft Office and Google Workspace.
- Working knowledge of the Texas child welfare system and the Department of Family and Protective Services (DFPS).
- Knowledge of the purpose, structure, and operations of Child Welfare Boards is preferred.

Areas of Responsibility:

Grants, Funding & Resource Development

- Research, prepare, and submit grant applications to secure funding for conferences, educational programs, awards, special initiatives, and other projects approved by the President or Executive Council.
- Develop and implement strategies to increase organizational funding through grants, donations, sponsorships, and other resource development opportunities to support the long-term sustainability of the Texas Council of Child Welfare Boards (TCCWB).
- Assist with budget preparation, financial reporting, and grant reporting as requested.

Contracts & Compliance

- In cooperation with the board president, provide leadership and administrative oversight to ensure TCCWB fulfills the goals, objectives, and requirements outlined in contractual agreements with the Texas Department of Family and Protective Services (DFPS).
- Perform duties and responsibilities identified in the DFPS Statement of Work (Contract No. HHS001370600001), including Attachment A and any subsequent amendments.
- Coordinate the preparation and submission of responses to Requests for Proposals (RFPs) or other funding opportunities issued by DFPS or other governmental entities.
- Coordinate response to DFPS or any request for proposal for future Texas Council funding for State contracted funds.

Meetings, Conferences & Events

- Attend all Texas Council of Child Welfare Board Meetings and Executive Council meetings. Attendance is Mandatory.
- Coordinate and prepare all material for at least three (3) TCCWB Board meetings and three (3) Executive Council meetings during each fiscal year.
- Identify, recruit, and coordinate guest speakers and educational presentations relevant to child welfare issues.
- Coordinate meeting logistics with host facilities, including hotel accommodations, meeting space, meals, audiovisual equipment, and other event requirements.
- Assist the board in planning and coordinating the biennial TCCWB Conference, including educational programming for Child Welfare Board members, child advocates, DFPS staff, and community partners.
- Attend Resource Committee meetings on a regular basis and other committee meetings as requested.
- Represent TCCWB at meetings, conferences, and collaborative events as directed by the President, including but not limited to Texas Network of Youth Services (TNOYS), Texas Alliance of Child and Family Services (TACFS), Child Protection Roundtable of Texas (CPRT), and other partner organizations.

Communications & Public Relations

- Respond professionally and promptly to requests for assistance from local and regional Child Welfare Boards.

- Respond to inquiries from the public received through the TCCWB website, email, telephone, and other communication platforms.
- Collaborate with the President, IT Liaison, and other designated individuals to collect, analyze, and maintain statistical information for presentations, grant applications, reports, and public information.
- Assist in promoting public awareness of DFPS, Child Welfare Boards, child abuse prevention, and the Texas child welfare system.
- Research and share relevant news articles, legislative updates, and other information for publication on the TCCWB website and social media platforms.
- Assist with the development and distribution of the TCCWB online newsletter and other communication materials when requested by the President or Executive Council.
- Maintain close communication and positive relationship with key DFPS staff and verify their receipt of meeting information.

Administrative Responsibilities

- Maintain an accurate inventory of all TCCWB-owned equipment, supplies, and assets, and ensure records are stored and updated in the TCCWB Administrative Google Drive.
- Maintain organized electronic files and organizational records in accordance with TCCWB policies.
- Maintain organized digital records of all TCCWB documents, forms, grant applications, contracts, reports, and other official records. Ensure all files are accurately stored, maintained, and regularly updated within the TCCWB Administrative Google Drive in accordance with established organizational recordkeeping practices.
- Perform other duties and special projects as assigned by the President or Executive Council that support the mission and objectives of TCCWB.