

Executive Director of Generation Serve

Our Mission:

To engage children in volunteerism and empower them to make a difference in their communities

Our vision:

Generations of youth who develop into community-minded leaders

Our Values:

Collaboration - We embrace the inter-connectivity of our work.

Innovation - We are resourceful and creative.

Inclusion - We are committed to creating and fostering an environment where everyone can participate.

Passion for Service - We demonstrate what it means to be community-minded leaders.

Trust - Trust binds our work with each other, our families and our community partners.

About the Opportunity:

Generation SERVE believes that our current generation of young people will be the ones to make the biggest impact yet, so our programs prepare them to be service-driven, community-minded leaders. Since 2009, the organization has focused on creating meaningful opportunities for youth to volunteer and connect with community issues. Now with programming in Austin and Houston, 168 nonprofit partner organizations, and more than 2300 youth providing more than 30,000 volunteer service hours in 2022, we are seeking our next Executive Director to champion and lead this vision. Like Gen X, the Millennials, and the Boomers, every generation has a voice. Join us to amplify the voice of this generation of problem-solvers, sleeve-roller-uppers, get-things-doners, and all of their peers volunteering and ready to volunteer in Generation SERVE.

Key Priorities and Responsibilities:

Leadership and Management:

- Drive excellence by inspiring cross-functional teams in Austin and Houston of five full time staff members, using our collective talents towards efforts to build the organization programmatically and financially.
- Develop and maintain reliable, engaged, and transparent Board communication and collaboration with the Board chair and nine other Board members.
- Supervise, support, and provide growth opportunities for a dynamic team of dedicated professionals.

- Confidently and consistently oversee the day-to-day operations and administration of Generation SERVE to minimize obstacles and advocate for resources that ensure short- and long-term organizational success.

Development and Marketing:

- Work with our Development Director to formulate and execute a viable long-term financial plan, diversifying revenue streams to ensure sustainable funding with the following revenue mix: Family Sponsors 30%, Corporate gifts/matching 10%, Event Sponsors 10%, Individual donors 30%, Program Fees 7.5%, Grants 12.5%.
- Lead development strategies that will ensure consistency throughout the organization and enhance revenue from corporations, donors, foundations, government agencies and individuals, soliciting major gifts to achieve ambitious fundraising goals.
- Ensure a creative and entrepreneurial approach to revenue generation that maintains current funders, donors, and partners and accesses new support.
- Ensure impactful messaging across all channels, highlighting the organization's impact and needs leading to increased revenue.
- Actively seek out, foster, and engage major donors for long-term growth and sustainability.

Financial and Operations:

- Set financial priorities accurately with the Finance Committee to ensure the organization is operating in a fiscally responsible manner that supports the needs of current and future programming and goals.
- Evaluate and institute any necessary changes to ensure smooth daily operations for all programs.
- Manage the financial status of the organization including developing long-term and short-range financial plans, monitoring the budget of \$650,000, and ensuring sound financial controls are in place, working closely with the Treasurer and third-party bookkeeper for budget reconciliation and reporting.

Strategic Planning:

- Demonstrate operational excellence through effective tracking of metrics and long-term strategic and tactical planning.
- Guide, direct and motivate program team to establish and achieve operational goals and long-term strategic plans.
- Focus on continuous evaluation and improvement of our service model, emphasizing multi-age, intergenerational programming.

Qualifications:

The qualifications below are desired for this position. Please apply if the below description sounds like you even if you don't meet all the qualifications listed. We are happy for you to grow in your capabilities with us.

About you:

- Previous experience in non-profit organizational management at the executive or senior management level, ideally managing teams and multiple functions.
- Extensive experience leading teams, working with volunteers, and managing complex organizations.
- The ability to foster team-building and rapport-building both virtually and in-person.
- Experienced relationship builder with a proven track record bringing in resources to an organization (fundraising, grants, resource management, development, contracts etc.).
- An entrepreneurial spirit and deep passion for Generation SERVE's mission.
- Experience operationalizing industry best practices for tracking growth and impact to grow organizational consistency and sustainability.
- Substantial experience vision-casting, building and executing strategic plans as well as managing staff and board work plans to meet goals.
- Accomplished in managing financial statements, budgets and financial oversight.
- Comfort working across disciplines including business administration, finance, and HR to ensure organizational compliance and efficiency.
- A commitment to equity and justice, both in the community, at work, and in alignment with the organization's mission.
- Demonstrates exceptional written, verbal, and interpersonal communication skills with a track record of engaging public speaking.
- Experience working with nonprofit program delivery in a youth-focus organization preferred.
- Has closed at least three six-figure grants or gifts at a non-profit in their career and can talk to the gift and the process of securing it.

Compensation

Salary is competitive and commensurate with experience. The projected salary for this role is \$80-100K annually. Generation SERVE also offers a flexible leave policy consisting of 16 days of paid time off for US Holidays plus an additional 11 days of paid time leave.

Work Location

This position is in-person, based in Austin, with the flexibility for remote work as needed. There will also be some business travel expected outside of the greater Austin area.

What we do:

Founded in 2009 and known as “Little Helping Hands,” Generation SERVE has remained a non-profit organization dedicated to empowering and inspiring youth in our community to become impactful leaders through volunteerism and community service. As we grew, we began expanding the age range of our volunteers, crafting unique experiences for children from the ages of three up to eighteen, renaming our organization in 2017 to Generation SERVE to better represent the full spectrum of ages served and programs offered by our organization supporting the environment, animals, seniors, individuals and families in need. Through family programs like the Little Helpers Learn & Play program, our Summer Leadership Academy and Teen Service Days, we work to nurture the values of compassion, empathy, and civic engagement in



the next generation, fostering a culture of giving back and making a positive difference in the world. To learn more about Generation SERVE's programming, clients and partners, visit the links provided below:

- Learn more about Generation SERVE [here](#).
- Learn more about Generation SERVE's partners [here](#).

To Apply:

Please submit your resume and a cover letter expressing your interest in the position and fit for the role to edsearch@generationserve.org by September 8th with the subject line "Generation Serve Executive Director Application."

Equal Opportunity Employer/Non-Discrimination Statement:

Employment at Generation SERVE and subsequent transfer or promotion will go to those individuals whose training and expertise most nearly qualify them for the positions offered without regard to race, color, sex, age, disability, national origin, veteran status, or citizenship.