

Chief Executive Officer Job Description

Reports To: THRU Project Board of Directors

Mission

The mission of THRU Project is to empower youth with a history of foster care to build independent, successful futures. THRU Project serves more than 200 youth and young adults with a history of foster care each year through mentorship, housing, mental wellness support, functional skills training, workforce training, bus passes, and cell phones. THRU Project's Heart Gallery program, in partnership with Heart Galleries of Texas, assists waiting youth in the search for their forever family by inspiring community awareness, centralizing information for foster and adoptive parents, issuing grants to partner organizations, and providing expertise on the local child welfare system.

Summary of Position

The Chief Executive Officer (CEO) is responsible for overseeing the administration, staff development and retention, programs, and implementation of the strategic plan of the organization. Other key duties include fundraising, marketing, and community outreach. The position reports directly to the Board of Directors.

Key Responsibilities

Board Governance

- Collaborates closely with the Board of Directors to support and advance THRU Project's mission
- Provides timely and comprehensive reports, updates, and insights to enable informed decision-making by the Board
- Leads the organization in alignment with the strategic direction and policies established by the Board

Financial Performance and Sustainability

- Ensures the financial integrity of the organization through sound budgeting, fiscal planning, and resource allocation
- Presents an annual budget and monthly financial statements that accurately reflect THRU Project's financial status
- Partners with the Director of Development to enhance fundraising strategies and diversify revenue streams
- Oversees responsible financial management to ensure operations remain within approved budgets and maintain financial health

Mission Fulfillment and Strategic Leadership

- Drives the execution of the organization's strategic plan in partnership with staff and the Board
- Promotes the organization's visibility through active community engagement and partnerships with civic, nonprofit, and private sector organizations
- Ensures that all programs and services align with and support THRU Project's mission and long-term goals

Operational Excellence

- Oversees all aspects of day-to-day operations and ensures the organization is effectively and efficiently managed
- Recruits, hires, and retains qualified and mission-aligned staff
- Authorizes and signs all legal documents and agreements on behalf of the organization

Essential Duties and Qualifications

Strategic Vision

- Ability to develop and communicate a compelling long-term vision
- Strong strategic thinking, planning, and execution skills
- Proficient in organizational planning, delegation, and program development

Leadership & Organizational Management

- Demonstrates transparent and ethical leadership
- Proven ability to manage, support, retain, and motivate staff teams
- Establishes sound operational policies and administrative procedures
- Apply trauma-informed practices when engaging with clients, staff, the Board, and community members and partners

Financial & Business Acumen

- History of generating new revenue and improving financial performance
- Experience with and understanding of donor relations, fundraising strategy, and nonprofit finance
- Proficient in financial planning, budgeting, and reporting

Communication & Relationship Building

- Serves as the primary spokesperson, effectively representing THRU Project to stakeholders, media, and the public
- Engages and collaborates with the Board of Directors in governance, fundraising, and strategic initiatives
- Builds and sustains partnerships with funders, community organizations, and volunteers

- Excellent written, verbal, and public speaking skills
- Uphold core values of fortitude, accountability, innovation, inclusion, and respect.
- Embrace diversity and inclusion across all identities and backgrounds

Other Responsibilities

- Performs additional duties as required in alignment with the mission and goals of the organization

Minimum Qualifications

- Bachelor's degree from an accredited institution
- Minimum of five years of leadership experience in the nonprofit sector
- Demonstrated ability to work collaboratively with a Board of Directors

Compensation & Benefits

- This is a full-time, salaried position (40 hours/week) with a base salary range of \$95,000 to \$110,000 based on experience, with potential for increase after one year based on performance.
- Flexible hybrid work options are available.
- Comprehensive benefits include medical, dental, vision, and life insurance, 120 hours of vacation leave, 56 hours of sick leave, 16 paid holidays, a 401(k) retirement plan, and access to ongoing professional development opportunities.

To Apply

Please send your cover letter and resume to apply@thruproject.org

THRU Project is an Equal Opportunity Employer