

Texas Council of Child Welfare Board's (TCCWB) EXECUTIVE DIRECTOR POSTION

- **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, finances, & IT assistance.**

For additional information please contact one of the following:

TCCWB Executive Director – George Ford – gford@tccwb.org or Office 281 436-7303

TCCWB President Diane Anderson-Glover – dianeglover@gvec.net

TCCWB Liaison – Sandra Haire – shaire@tccwb.org

TCCWB Search Committee Chair – Janet Stansbury – janetstansbury@gmail.com

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

TCCWB Liaison – Sandra Haire – shaire@tccwb.org

Paid Personnel

TCCWB has one paid staff position, a part-time executive director. The executive director is responsible to TCWB and reports to the TCCWB President.

Job Description

Minimum Qualifications:

- Bachelor's degree or related experience.
- One year of administrative/management/supervisory experience.
- Experience in the following areas: public speaking, group meetings, writing skills, grant writing, resource development, public relations, volunteer management and board development.
- Good computer skills.
- Knowledge of child protective services.

Areas of Responsibility:

- Writes grants when appropriate and as directed by TCCWB to fund a portion of the salary for the position of executive director.
- Assists with resource development activities, projects, and special events as directed by TCCWB.
- Plans and coordinates an annual conference with content information appropriate for CWB members, child advocates, and CPS staff.
- Provides leadership to assist TCCWB in meeting goals and requirements of contractual agreements between TCCWB and DFPS.
- Maintains inventory of property owned by TCCWB and assists with budgeting and financial reports as needed.
- Prepares an online newsletter and assists with TCCWB Web site updates as needed

Goals and objectives of the contracts between DFPS and TCCWB are summarized as follows:

- Enhance the activities of Texas child welfare organizations that can be used as a model nationally to promote public and private partnerships that benefit children.
- Assist local and regional child welfare boards to more effectively carry out their activities for the benefit of abused and neglected children and their families.
- Develop and implement a statewide inventory to tabulate and analyze resources available for children and families.
- Develop a plan to improve resources available to address child abuse.
- Increase funding through grants, donations and resource development to ensure the continuation of the TCCWB.
- Provide leadership in planning and coordination of an annual statewide conference for child welfare board members and CPS staff.
- Develop a comprehensive TCCWB and local CWB operations and policy manual.
- Coordinate three TCCWB full board meetings and at least one TCCWB Executive Committee meeting.