



## JOB POSTING

### Executive Director Texas Rural Funders

January 13, 2021

---

#### Overview

Texas Rural Funders (TRF) invites applications for the newly created position of executive director for a growing funder coalition focused on bringing attention and resources to rural Texas communities.

#### Background

Texas Rural Funders believes that the success of our state depends on the well-being of rural communities, and that urban and rural areas are inextricably linked. Our goal is to work together to bring attention and resources to rural parts of our state. Over the last three years, Texas Rural Funders has grown to include twenty-seven funding organizations spanning interests in rural healthcare, education, the environment, and infrastructure. By collaborating strategically to advance issues of common interest, our members leverage a breadth of experience, resources, and influence that none of us could provide alone. Together we pursue issues that address rural community priorities, tackle systemic challenges, include multiple rural geographies, require a collective approach, and cross multiple member focus areas.

Texas Rural Funders is raising awareness of challenges and elevating solutions informed by and developed in partnership with rural community members. We approach this work from an asset-based perspective focusing on what *is* working in rural communities, rather than what is not. Our current signature issues include expanding rural broadband access, increasing rural leadership and organizational capacity, and partnering with The Texas Tribune to produce the Future of Rural Texas Symposium.

To date, Texas Rural Funders has been successful in using a structured collaboration model, in-kind capacity support from member foundation staff, and contractors. TRF has grown in membership and activities, and now requires the services of a full-time executive director. The executive director will play a pivotal role in further building and solidifying the organization. The executive director will report directly to the TRF Steering Committee Chair and work closely with the committee to manage key operational, strategic, and programmatic activities of TRF. The executive director position has the opportunity for professional growth as TRF continues to



mature. More information about Texas Rural Funders can be found at:  
[www.texasruralfunders.org](http://www.texasruralfunders.org)

*Texas Rural Funders became a Texas nonprofit corporation in December 2020 and is in the process of applying to the IRS for federal tax-exempt status. During this process, some of TRF's organizational structure or governance nomenclature may change (such as "Workgroups" becoming "Committees"). References in this job description will be updated as needed once this TRF organizational phase is completed.*

## Location and Travel

The individual may be located remotely for an indefinite period. Regardless of location, the role will require occasional travel once in-person meetings are convened again in the future.

## Compensation and Benefits

Texas Rural Funders offers a benefits package and competitive salary based on candidate experience.

## Responsibilities

Texas Rural Funders is seeking a proactive, detail-oriented, and execution-focused individual to join the organization as its first executive director.

- **Lead and manage strategic priorities:** In coordination with the TRF Chair and/or relevant committees, lead the execution of TRF's signature issues: expanding rural broadband access, increasing rural leadership and organizational capacity, and partnering with the Texas Tribune to host the Future of Rural Texas Symposium.
  - Provide regular project updates and solicit feedback from TRF Chair and Steering Committee.
  - Work with members to identify and develop new areas of cross-sector interest and associated co-funding opportunities.
- **Membership support:** Support Chair and Membership Chair in stewarding existing TRF members, cultivating potential new donors, and onboarding new members.
- **Fiscal management:** Manage relationship with TRF's fiscal sponsor. Oversee management of TRF Donor Advised Fund (DAF) and Administrative Fund, including directing grants from the DAF.
  - Oversee contracted administrative staff to collect dues and manage expenses from Administrative Fund.
  - Oversee management of Advocacy Fund at Communities Foundation of Texas.



- **Project management:** Serve in a lead project management role across TRF internal processes and external initiatives.
  - Develop annual grant reporting on TRF's initiatives, successes, and lessons learned.
  - Develop and submit grant requests as needed to member organizations, in close consultation with TRF funder representatives.
  - Evaluate TRF events, initiatives, and membership satisfaction.
  - Work with contracted administrative staff to create and execute a communications plan, including drafting and editing key documents.
  - Plan and execute weekly internal check-in meetings.
  - Plan and execute TRF member and external stakeholder meetings.
- **Workgroup oversight:** Strategic guidance and support for Broadband Workgroup, Rural Capacity & Leadership Workgroup, and Rural Symposium Event Workgroup.
  - Communicate regularly with and provide project support to Workgroup Chairs.
  - Partner with Workgroup Chairs to fundraise for TRF strategic initiatives.
  - Facilitate advocacy efforts in support of signature issues as appropriate.
  - Represent TRF alongside Chair in permitted advocacy efforts to further TRF goals via policy.
- **Partnerships:** Identify and cultivate partners across the non-profit and government sectors to further the impacts of TRF's initiatives.
- **Management of Rural Advisory committee:** In partnership with Rural Engagement Coordinator, solicit meaningful feedback from and manage relationships with Rural Advisory Committee members.
- **Oversight of short-term and long-term contract staff:** Oversee activities of Rural Engagement Coordinator, providing consultation and project support.
  - Supervise administrative staff.
  - Manage interns and advocacy and communications contractors.
  - Oversee contracts and consultants: RFP development, selection process, relationship management, and payment processing.

## Application Submission

Please email your cover letter and resume to Katy Sauer at [ksauer@stillwaterfdn.org](mailto:ksauer@stillwaterfdn.org) by COB January 29<sup>th</sup>, 2021. A cover letter is required and should describe your:



- Experience in executive management of non-profit organizations, collaborative networks, member-based organizations, or philanthropic entities.
- Interest or experience in working with rural issues, including but not limited to broadband, education, healthcare, natural resources, or infrastructure.
- Success in executing and managing defined strategies shared by collaborative members.
- Demonstrated success in staff and consultant management, working with diverse stakeholders, and Boards of Directors.
- Project management experience and ability to deliver work products on time and on budget.
- Experience overseeing and managing organizational budgets and financial transactions.