

Job Title: Executive Director
South Central Texas Regional Certification Agency
Salary: Competitive base salary commensurate with qualifications and experience
FLSA Status: Full Time Exempt
Location: San Antonio, Texas
Closing date: August 19, 2022

Job Summary

Lead the agency's board of directors, financial, outreach and operation functions to carry out the mission of the South Central Texas Regional Certification Agency. The Executive Director has overall accountability, responsibility, and authority for the management of the business and affairs of the SCTRCA in accordance with the organization's by-laws, strategic plan, and objectives adopted and approved by the Board of Directors and subject to oversight by the board. Other key duties include managing the business certification process, identifying funding sources, marketing, and community outreach.

Essential Job Functions

- Works with board in order to fulfill the organization's mission.
- Responsible for leading in a manner that supports and guides the organization's mission as defined by the Board of Directors.
- Responsible for communicating effectively with the Board and providing, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions.
- Under the board's direction, responsible for strategic planning to ensure that the agency can successfully fulfill its Mission into the future developing short- and long-term goals.
- Responsible for new Board member orientation.
- Attend, record and organize Board, Committee, and Ad Hoc/Subcommittee meetings.
- Develops resources sufficient to ensure the financial health of the organization.
- Responsible for the fiscal integrity of the agency, works with the Treasurer to include submission to the Board of a proposed annual budget and monthly financial statements, which accurately reflect the financial condition of the organization.
- Responsible for fiscal management that generally anticipates operating within the approved budget, ensures maximum resource utilization, and maintenance of the organization in a positive financial position.
- Responsible for coordination of identification of funding sources and developing other resources necessary to support the agency mission including grants and corporate sponsorships.
- Works with board and staff to ensure that the mission is fulfilled through certification, strategic planning, and community outreach and education.
- Responsible for implementation of education and training programs that carry out the organization's mission.
- Responsible for the enhancement of the agency's image by being active and visible in the community and by working closely with other professional, civic, public, and private organizations, specifically focusing on the Small, Minority, Woman, Veteran, HUB, and Disadvantaged business community.
- Responsible for the effective administration of operations in such a manner as to ensure continuity and the longevity of the organization.
- Responsible for implementation of and maintenance of all technology and web-based resources, communications, and presence including a website and social media outreach efforts at the direction of the board.
- Oversee, administer and manage human resources to include but not be limited to employee interviewing, hiring, discipline, dismissal and conducting periodic performance evaluations of staff in accordance with SCTRCA policy.
- Responsible for signing various contracts, agreements, and other instruments made and entered into and on behalf of the organization, in accordance with SCTRCA policy.

- Remain abreast of developments in regulations, court decisions, best practices, and agency policies and procedures as they relate to DBE/ACDBE, SMWVBE and HUB activities for staff development.
- Maintain confidentiality with established policy, procedures and regulations pertaining to staff and vendor records.
- Review and approve or deny certification applications on behalf of the SCTRCA in accordance with SCTRCA policies and procedures and all applicable, local state and federal law.
- Maintain accuracy of the certified and registered vendor database.
- Establish and implement office procedures designed to maximize the efficiency of the SCTRCA.
- Perform other duties as may be assigned by the Board.
- Establishing employment and administrative policies and procedures for all functions and for the day-to-day operation of the nonprofit.

Requirements

- Bachelor's degree in business or public administration or a closely related field.
- Three to five years of management experience in non-profit, private, or public sectors.
- Travel to field locations, meetings and events.
- Valid driver's license, the access and use of a reliable motor vehicle, and proof of sufficient automobile insurance when driving. In the alternative, access to reliable transportation to meet the job duties and responsibilities

Preferred Qualifications

- Strong knowledge of Texas Unified Certification Program ("TUCP") and the 49 CFR Part 26 Federal regulatory requirements set for the Disadvantaged Business Enterprises ("DBE") program.
- Strong knowledge of Texas Unified Certification Program ("TUCP") and the 49 CFR Part 23 Federal regulatory requirements set for the Airport Concessionaire Disadvantaged Business Enterprises ("ACDBE") program.
- Strong knowledge of Small, Minority and/or Woman-owned Business Enterprise ("SMWBE") certification process.
- Strong knowledge of Entrepreneurial and/or small business process.
- Strong organizational abilities including planning, delegating, program development and task facilitation.
- Develops strategic collaboration partnerships with board members and other volunteers.
- Strong communication and public speaking skills.
- Demonstrated ability to oversee and collaborate with staff.
- Strong capabilities in technology to include knowledge of web-based applications, including MS Office Suite, Adobe, and WordPress.
- Strong knowledge of Quickbooks and accounting means, methods, and terminology.
- A record of transparent and high integrity leadership.

Physical Requirements

Include occasional lifting/carrying of up to 25 pounds, visual acuity, speech, and hearing. Working conditions are primarily in the office environment but occasional outside events could require the use of basic personal protective equipment. May be required to travel to include driving a personal vehicle when performing duties at field locations or attending events and meetings. May be required to work hours other than the regular schedule including nights and weekends. Job is performed primarily in an office environment with infrequent trips to other offices and limited exposure to weather conditions.

The South Central Texas Regional Certification Agency is an Equal Opportunity Employer
Please submit resume, three professional references and a cover letter.

Applicants selected for employment must successfully pass a background investigation to include verifying prior employment, education, and criminal history.