

Job Description: Executive Director, Southwest Texas Council of Hostelling International

The Southwest Texas council (HI-SWT) of Hostelling International-USA (HI-USA), a 501(c)(3) Non-Profit operating from Austin, Texas, is seeking an Executive Director to oversee operations in the Southwest Texas region.

The Mission of Hostelling International (HI) is: *"To help all, especially the young, gain a greater understanding of the world and its people through hostelling."* The SWT council is responsible for furthering the mission by delivering HI-USA Programs to the Southwest Texas region, which includes the cities of Austin, San Antonio, Corpus Christi, and El Paso, as well as all territory in between and to the Southwest. In addition, and as a compliment to delivering Programs, the SWT council operates the 48 bed HI Hostel in Austin. For more information please visit: www.hiaustin.org and www.hi-usa.org.

Summary

The Executive Director provides leadership and overall management direction to:

- Ensure delivery of nationally approved HI-USA programs to enhance the HI mission
- Develop and implement marketing strategies to ensure the growth and stability of the organization
- Promote HI-SWT as premier charitable organization to government, community, and other current and prospective sources of grant and donation revenues
- Ensure continued operation of HI Austin Hostel and identify opportunities for expansion
- Oversee program coordinator to ensure volunteer recruitment and retention strategies are in place and successful
- Ensure compliance and support of Board directives and council charter

Essential Duties

1. Development and Growth.

- Develops and provides leadership for the implementation of new marketing strategies and program expansion to meet the Board's growth objectives

2. Board Functions.

- Assists in recruiting new Board members with the skills needed to further the goals of HI-SWT. Facilitates the work of the Board and its committees by developing resource materials, providing appropriate information, and reports and assisting committee chairpersons as necessary
- Provides advice and counsel to the Board to assist in setting policies and monitoring the performance of HI-SWT. Recommends new policies, programs, and action plans consonant with the vision of the organization; executes all policies/decisions of the Board
- Attends national meetings and conferences as approved or mandated by the Board

3. Management Functions.

- Identifies areas requiring planning; develops and recommends goals, objectives and action plans for the approval of the Board
- Coordinates HI-SWT's business activities with those of the HI-USA and other HI councils for mutual benefits; acts as a primary contact for the National Organization
- Oversees the development of budgets for submission to the Board; ensures compliance with approved budgets; proposes revisions as necessary
- Provides for the control and accountability of all funds, physical assets and other property
- Protects HI-SWT's legal interests and maintains its operations within the law; retains and works with outside counsel to obtain opinions or handle claims and litigation
- Submits monthly, quarterly and yearly reports to the Board, National Office, City of Austin, State of Texas and Auditor as required
- Oversees the human resources function to ensure optimum staffing and utilization of competent staff, recommending policy changes to benefits, compensation, employment, training and other areas as appropriate
- Performs managerial duties for staff, including interviewing/hiring applicants for employment; assigning and reviewing progress of assignments; managing performance and recommending salary increases; and developing higher levels of expertise in staff members by encouraging further education, participation in work-related seminars and providing learning opportunities within the organization

- Reviews current practices and methods and initiates development of new ones as necessary to reduce costs, encourage growth and improve efficiency
- Oversees maintenance of Reservation system and IT resources

4. Communications

- Establishes and maintains an effective system of communications throughout HI-SWT, other HI councils, the National Organization, and the community to build and maintain a positive image (e.g. newsletter, informational seminars, participation in conferences/marketing activities)
- Represents HI-SWT in its business relationships with government agencies, the media, community organizations, suppliers, competitors, professional organizations and similar groups
- Responsible for maintenance of all marketing materials including: website, rack cards, and signage

Secondary Duties

1. Assumes related responsibilities as appropriate or assigned by the Board.

2. Supervisory Responsibility

- The incumbent will supervise from 7 – 10 employees and 3 - 5 independent contractors
- The incumbent will recruit and develop volunteers as necessary

3. To perform effectively in this position, the incumbent must have:

- In-depth knowledge of the management process, especially as it applies to growth and long-term planning
- Financial/accounting skills to manage an organization budget of up to \$315 thousand annually
- Marketing and promotional skills
- Successful Fundraising and Grant writing experience
- Effective leadership and organizational skills
- Effective oral and written communications skills
- Effective computer and technology skills
- Ability to plan complex events and activities (setting objectives, developing strategies, budgeting, developing policies and procedures, and organizing the functions necessary to accomplish the activities)
- Skills in staffing effectively; selecting, training and developing employees; directing employees toward desired objectives; delegating, motivating, resolving problems; and controlling the functions (developing performance standards, measuring results, taking corrective action and rewarding employees as appropriate)

Typically, these skills and knowledge are the result of a combination of formal education in business, non-profit management, marketing, finance or related area, and 3 to 5 years of experience in increasingly responsible management positions.

Prior experience with Hostelling International or a similar organization is desired as is prior experience working with a board of directors. Personal experience with hostelling and international traveling and appreciation of diverse cultures is also required.

Compensation

- Full-time, exempt plus health insurance reimbursement.
- Base salary range \$35,000 - \$40,000

Please forward Resume and Cover Letter to:

- via e-mail:
hr@hiaustin.org

Principles only, no recruiters, no phone calls