

Executive Director

Reports to: Chair, Momentous Institute Board of Directors
CEO of Salesmanship Club of Dallas

Position: Full-time, Salary, Exempt

Founded in 1920 by the Salesmanship Club of Dallas (the “Club”), Momentous Institute is operated solely to support the charitable and educational undertakings of the Club. Momentous offers comprehensive education and mental health therapeutic services to over 5,000 children and family members each year. This direct work with families is amplified through an investment in research and the training of educators, mental health professionals and influencers from around the country. The focus is on building and repairing social emotional health so children, families and communities can achieve their full potential. With an emphasis on innovation, collaboration and training, Momentous Institute offers a truly dynamic work environment.

Position Description

The Executive Director reports to the Momentous Institute Board Chair and the CEO of the Salesmanship Club of Dallas. The Executive Director is responsible for the day-to-day successful leadership and management of Momentous Institute according to the strategic direction set by the Board of Directors and in a manner consistent with the charitable and educational undertakings initiated by the Salesmanship Club of Dallas. In seeking to inspire broad, community-based support for Momentous Institute’s work, the Executive Director is a dynamic, articulate, and visible spokesperson who inspires people, organizations and communities to invest in and commit to social emotional health for all children, particularly those impacted by poverty, abuse and trauma.

Responsibilities

- Collaborate with the CEO and the Board of Directors, Staff, Executive Committee and Leadership Council in cultivating a sense of urgency about the need for Momentous Institute to fulfill its purpose in supporting the charitable and educational undertakings of the Salesmanship Club of Dallas and honoring that mission, by working with the Board to create the appropriate vision and in implementing the Board’s Strategic Plan.
- Coordinate annual achievement of Ends Policies, as outlined in Strategic Plan and undertaken by a talented team of clinicians, educators, researchers, and trainers.
- Operate within the approved budget, ensuring maximum resource utilization and a positive financial position.
- Strengthen Momentous Institute’s ability to create inclusive, safe, innovative, and research-based services that make a transforming difference in the lives of children and families.
- Engage a diversity of stakeholders, partners, and policy makers in learning about and investing in social emotional health for children, families, and communities.
- Foster a culture of self-awareness, gratitude, respect, hope and joy.
- Nurture curiosity about fresh ways to approach long-term challenges experienced by children who are growing up with limited access and opportunities.

REQUIREMENTS

- Advanced degree in psychology, education or related field.
- Five + years of successful nonprofit, school, district or university leadership.
- Depth and breadth of understanding of family systems, and the cognitive, social and emotional development that occurs in early childhood and adolescence.
- Strong communication skills and a proven track record speaking and/or writing on behalf of a cause or organization.
- Comprehensive business finance skills, including working knowledge of financial statements and budget process.
- Strong leadership, organizational management skills, including ability to manage varied working groups within the organization.
- Proven ability to navigate and engage a diverse group of highly engaged stakeholders.
- Exhibits a strong personal commitment to social emotional health and the capacity to infuse and sustain a strong and positive culture/climate based on the strong expression of adult social emotional health.
- Proven capacity to think strategically and empathetically to support visioning about the next chapter for a strong and established non-profit.
- Strong relationship-based collaborative skills, including working with and reporting to a CEO and Board.

Interested individuals should send a resume and cover letter to:

executiveemployment@momentousinstitute.org

Momentous Institute maintains a policy of non-discrimination for all employees and applicants in every facet of the organization's operations. Momentous Institute hires, trains, and promotes all qualified employees without discrimination based on race, color, sex, religion, national origin, age, military status, disability, genetic information, gender identity, or sexual orientation.

All employment offers are contingent upon successful completion of a criminal background investigation, including a check of the National Sex Offender Registry.

Policy Statement

No form of abuse will be tolerated, and confirmed abuse will result in immediate termination. Momentous Institute will fully cooperate with authorities if allegations of abuse are made requiring investigation.