

Job Title: Executive Director

Organization: Sunshine House, Inc. (Senior Center & Meals on Wheels)

Location: Alpine, TX

Closing Date: 06/03/2026

Job Description:

The Executive Director (ED) serves as the chief executive officer of Sunshine House, Inc., reporting to the Board of Directors. The ED leads the organization's strategic direction, ensuring financial sustainability, organizational effectiveness, and long-term impact in alignment with its mission.

Key Responsibilities:

Strategic Leadership & Implementation-

- Lead execution of the strategic plan, ensuring alignment with organization mission
- Partner with the Board to guide organizational direction and monitor progress
- Supervise staff and oversee recruitment, retention, and performance management
- Foster a positive, mission-driven workplace culture
- Advise and support the Board of Directors in governance and policy development

Financial Management & Budget Oversight-

- Develop and manage the annual budget
- Ensure financial integrity, accountability, and transparency
- Prepare regular financial reports including cash flow, budget tracking, and compliance
- Ensure timely submission of all required federal, state, and grant-related financial reports

Fundraising & Resource Development-

- Develop, implement, and oversee a comprehensive fundraising strategy
- Cultivate relationships with donors, sponsors, and stakeholders
- Identify new funding opportunity and diversify revenue to support long-term sustainability
- Oversee and implement key fundraising events

Public Relations, Marketing & Communications-

- Serve as the primary spokesperson and community representative
- Develop and lead marketing and communications strategy to increase visibility, engagement, and community support
- Oversee organizational messaging, media relations, and client communications

Operations & Compliance-

- Oversee day-to-day operations, programs, and administrative functions
- Ensure organizational effectiveness through proper staffing, systems, processes, & training
- Oversee food service operations, inventory, and facility management
- Ensure compliance with all local, state, and federal regulations
- Maintain Food Manager's License

Preferred Qualifications:

- Bachelor's degree or equivalent experience
- 5+ years of leadership experience or project development
- Demonstrated success in fundraising, financial management, and community engagement
- Strong leadership, communication, and organizational skills

Work Environment & Compensation-

- Full Time Position in Alpine, TX
- Some evening and weekend work required
- Benefits include healthy living bonus for health insurance and paid time off
- Salary commensurate with experience ranging between \$48,000 – \$60,000

How To Apply:

Submit Resume and Cover Letter to Board President, Katy Williams at kfw22yh@gmail.com