

Executive Director Search Package

Mosaic Family Services



MOSAIC
FAMILY SERVICES

Welcome

The Executive Director Search Committee of the Mosaic Family Services Board of Directors is pleased to invite qualified and passionate candidates to apply for the role of Executive Director. This leadership position is essential to guiding Mosaic into its next era of impact, innovation, and service to survivors, immigrants, and refugees across North Texas.

About Mosaic Family Services

Since 1993, Mosaic Family Services has supported refugees and immigrants rebuilding their lives in the Dallas area. What began as a small counseling-focused organization has grown into a comprehensive agency offering:

- Legal Representation
- Mental Health Programs
- Citizenship and Immigration Services
- Housing Program
- Client Advocacy
- Safe Release Support
- Emergency Shelter for survivors of violence and trafficking

Mosaic is nationally recognized as a culturally competent, trauma-informed safe haven, uniquely equipped to serve the most marginalized communities — individuals who often cannot be served in traditional agencies. Mosaic's next Executive Director must embody compassion, strategic vision, integrity, and the leadership required to steward this mission forward.

Position Overview: Executive Director

The Executive Director (ED) serves as Mosaic's Chief Executive, responsible for leadership, administration, and oversight of organizational objectives, services, and initiatives. The ED ensures strategic, programmatic, and financial goals are met while upholding the highest standard of services for survivors. The ED leads the Management Team and acts as Mosaic's primary representative and spokesperson.

Key Responsibilities

A. Board Support

- Keeps the Board fully informed of organizational condition and key influences.
- Supports Board leadership on governance, roles, policies, and corporate structure.
- Guides recruitment, orientation, and development of Board members.
- Prepares Executive Reports for the Board and Executive Committee.
- Collaborates on short- and long-term organizational goals.

B. Grants and Contracts

- Serves as authorized representative for grant submissions, execution, and amendments.
- Oversees compliance, monitoring, and administrative management of all grants and contracts.

C. Program & Service Delivery

- Evaluates program performance regularly.
- Prioritizes initiatives to meet organizational goals and standards of service.

D. Financial & Administrative Leadership

- Accountable for all operating budgets and financial performance, including the Nannie Hogan Boyd Endowment.
- Partners with the Board Finance Committee on financial planning and practices.
- Works with the CFO and Board Finance Committee to prepare annual budgets and maintain audit and tax compliance.

E. Human Resources Management

- Oversees recruitment, employment, and release of all staff and volunteers.
- Supports professional development and alignment of staff roles with organizational goals.
- Cultivates a diverse, motivated, and high-performing workplace culture.

F. Community & Public Relations

- Builds strong community partnerships and service networks.
- Represents Mosaic in local and national coalitions to strengthen visibility and influence.

G. Fundraising & Development

- Works with the Fund Development Committee and staff to expand unrestricted giving.
- Cultivates donor and stakeholder relationships.
- Supports the annual Champion of Human Rights Gala, special events, and third-party fundraisers.
- Reviews grant proposals and provides strategic guidance.

Minimum Knowledge, Skills & Abilities

Candidate must possess the following:

- Strong leadership and team-building skills with the ability to drive organizational vision and strategy.
- Exceptional interpersonal and communication skills to represent Mosaic to diverse stakeholders.
- Ability to anticipate and adapt to political, social, financial, and sector-wide trends.
- Demonstrated experience in budgeting, program development, fundraising, and performance evaluation.
- High integrity, fiduciary responsibility, and ethical leadership.
- Deep understanding of the issues and needs affecting refugees, immigrants, survivors of domestic violence, and human trafficking.
- Exceptional time-management and prioritization skills.

Experience & Education Requirements:

- Minimum 5 years of progressively responsible experience in nonprofit executive leadership, including services to refugees, immigrants, and survivors of violence.
- Minimum 5 years of administrative experience in budgeting, staff supervision, fundraising, and working with a Board of Directors.
- Master's degree in Social Services, Human Services, Business Administration, or a related field.

Working Conditions & Expectations

The Executive Director must demonstrate emotional and physical stamina to manage a range of challenging situations. The ED must proactively address internal and external challenges to advance and protect Mosaic's mission, operations, and services.

Compensation

Salary: TBD, commensurate with experience.

Benefits

- Health Insurance
- Vision Insurance
- Dental Insurance
- Life Insurance
- AD&D Insurance
- Retirement Matching
- Paid Time Off
- Paid Holidays
- Paid Parental Leave

Additional Information

This description outlines the core responsibilities and qualifications of the Executive Director role. It is not exhaustive. The Executive Director may perform additional duties as required by the Board of Directors and the mission of Mosaic Family Services.

Application Instructions

Interested candidates are invited to submit:

- A cover letter detailing interest and qualifications
- A resume or CV
- Three professional references
- Applications may be submitted to: **MosaicEDSearchCommittee@gmail.com**

Thank you for your interest in leading Mosaic Family Services and advancing our mission to empower survivors and build safe, self-sufficient futures for all communities.