

EXECUTIVE DIRECTOR QUALIFICATIONS AND RESPONSIBILITIES

The incoming Executive Director will inherit an organization with a strong history, a devoted community, and significant unrealized potential.

The opportunity before us is to bring greater clarity, coherence, and alignment to this work, so the Jung Center can meet the demands of the present moment while remaining faithful to its depth-oriented mission.

Qualifications

Required Qualifications

- A minimum of **eight years of senior leadership experience in a mission-driven nonprofit**, cultural, educational, or mental health organization, with demonstrated responsibility for organizational performance and outcomes.
- **Bachelor's degree with an educational background in a relevant field** such as nonprofit leadership, psychology, social sciences, humanities, business, public administration, or a related discipline.
- **Demonstrated success leading complex, multi-year strategic initiatives**, including translating vision into operational priorities across programs, development, and organizational infrastructure.
- Proven ability to **work effectively with Boards of Directors, staff, donors, community organizations, and external partners**, with confidence and clarity across diverse social, economic, and professional contexts.
- **A strong track record in fundraising and development**, including individual giving, major gifts, sponsorships, events, and donor stewardship.
- Demonstrated **competence in financial management and organizational operations**, including budgeting, financial oversight, and collaboration with finance staff and external advisors.
- **Experience overseeing organizational systems and infrastructure**, including human resources, compliance, analytics, and donor or constituent relationship management systems.
- **Excellent written and verbal communication skills**, with the ability to represent the organization publicly and articulate its mission clearly, credibly, and with nuance.

- Demonstrated **capacity to integrate multiple program areas into a coherent organizational identity** and strategy.
- Willingness and ability to **work occasional evenings and weekends**, as required by the role.

Preferred Qualifications

- Prior **executive leadership experience and an advanced degree** are strongly preferred.
- Appreciation for The Jung Center's roots in depth psychology and its integration of psychology, spirituality, art, and learning. **The Executive Director need not be a Jungian scholar, but must be able to authentically represent the Center's mission** and support those who carry its professional expertise.
- **Comfortable engaging symbolic, contemplative, and creative traditions**, with the ability to convene clinicians, scholars, artists, and community members within a shared civic and cultural space.
- **Experience building relationships** with foundations, corporate partners, civic institutions, and philanthropic communities, both locally and nationally.
- **Experience leading or expanding digital or hybrid programming**, including online learning or media-based initiatives.
- **Familiarity with donor databases and nonprofit technology platforms.** Experience with CRM systems and financial software is a plus.
- Willingness to **travel periodically** in support of partnerships, fundraising, or national visibility.
- **Additional strengths that would be valued include:** Spanish proficiency, experience stewarding or productizing intellectual or archival content, and partnerships with universities or corporate well-being initiatives.

Core Personal Qualities

- Deep alignment with the Jung Center's mission and values.
- Unquestioned integrity and ethical leadership.
- Intellectual curiosity and imagination.
- Adaptability and steadiness during change.
- Capacity to lead with both clarity and humility.

Key Responsibilities

Organizational Leadership and Board Partnership

- Serve as the chief executive of the organization, working in close partnership with the Board of Directors and Executive Committee to advance a shared vision and ensure leadership continuity.
- Collaborate with the Board to steward and evolve the Jung Center's strategic direction, translating board-level priorities into organizational focus, operational plans, and measurable outcomes.
- Support strong governance practices by providing clear reporting, transparency, and timely communication to the Board and its committees.
- Work with Board committees and external advisors on financial health, revenue growth, cost efficiency, and long-term sustainability.

Strategic Leadership

- Lead and continually refine a living strategic plan grounded in the Jung Center's mission, values, and evolving context.
- Translate strategic goals into clear priorities, initiatives, and performance indicators across all programmatic and operational areas.
- Identify opportunities for growth, innovation, and partnership that strengthen the Center's relevance, resilience, and impact.
- Collaborate with Houston's cultural, civic, academic, and faith communities to expand access, visibility, and diversity of engagement.

Cultural & Curatorial Vision

- Articulate and embody the Jung Center's distinctive synthesis of psychological insight, humanistic learning, and spiritual imagination.
- Ensure that programming reflects a thoughtful balance between empirically grounded mental health offerings and symbolic, artistic, and contemplative explorations that invite reflection and wonder.
- Curate or commission programs that engage archetypal psychology, mythology, expressive and ritual arts, comparative religion, and consciousness studies, while maintaining intellectual rigor and inclusivity.

- Protect and cultivate the Center’s cultural integrity, ensuring coherence across programs, communications, and community experience.

Fundraising & Development

- In partnership with Development staff and the Development Committee, lead a comprehensive fundraising strategy that includes major gifts, annual giving, grants, sponsorships, recurring donations, and endowed scholarships.
- Cultivate and steward relationships with individual donors, foundations, corporate partners, and philanthropic leaders locally and nationally.
- Serve as a visible and credible ambassador for the Jung Center in development efforts, articulating its mission and impact with clarity and authenticity.

Staff Management & Mentorship

- Lead, mentor, and support staff through clear role definition, collaborative processes, and consistent communication.
- Foster a culture of trust, accountability, reflection, and learning that reflects the Center’s values and supports staff well-being.
- Ensure effective organizational systems, policies, reviews, and practices that support performance, compliance, and ethical leadership.

Program Development & Management

- Oversee a dual-track portfolio of programming:
 - Applied Psychology and Community Healing - includes initiatives focused on resilience, trauma, burnout, and aging.
 - Depth, Myth, and Mystery - includes offerings centered on dreams, archetypes, ritual, creativity, and consciousness.
- Ensure program quality, accessibility, evaluation, and alignment with strategic priorities.
- Support innovation in program design and delivery, including in-person, digital, and hybrid formats.

Marketing, Communications & Public Representation

- Serve as the primary public representative and spokesperson for the Jung Center.
- Strengthen the Center’s voice and visibility across local, regional, national, and selected international audiences.

- Collaborate with staff to ensure communications, branding, and messaging are aligned with mission, values, and strategic goals.

Facility & Technology Strategy

- Animate the Jung Center's physical space as a welcoming community commons, supporting classes, gatherings, exhibitions, and recordings.
- Guide the strategic use of technology as a primary access point for participants, extending the Center's reach while preserving the quality of experience.