

Position Title:

Executive Director

Location:

Houston, Texas (Greater Houston Area)

Company Description:

The Gulf Coast Protection District (GCPD) is a special district created in 2021 by the 87th Texas Legislature to oversee the implementation of a comprehensive coastal resilience strategy for the upper Texas coast, assuming the role of non-federal sponsor in the U.S. Army Corps of Engineers led Coastal Texas and Sabine Pass to Galveston Bay Projects. The GCPD contains approximately 5,220 square miles of land covering Chambers, Galveston, Harris, Jefferson, and Orange counties. The GCPD's mission is to protect Gulf Coast communities, the environment, and economic activity from storm surge. For more information about the GCPD, visit <https://www.gcpdtexas.com>.

Job Description:

The District has an immediate opening for the executive-level leadership position responsible for the management of the District's activities, day-to-day operations, and overall direction. This includes working with the Board of Directors to execute the District's mission and purpose, manage staff and consultants, engage with critical stakeholders, collaborate with project partners, and support advancement of the District's strategic priorities and projects, specifically the Coastal Texas Project and the Sabine Pass to Galveston Bay Project.

- For more information about the Coastal Texas Project, visit <https://coastaltexasproject.com>.
- For more information about the Sabine Pass to Galveston Bay Project, visit <https://www.swg.usace.army.mil/S2G/>.

The successful applicant should be based in the greater Houston area or be able to efficiently relocate to the greater Houston area. This full-time position reports directly to the 11-member Board of Directors.

Responsibilities:

- **District Management:** Provide overall leadership, direction, and supervision to GCPD, ensuring the successful execution of the District's strategic goals and initiatives.
- **Personnel Management:** Hire and manage GCPD's in-house staff. In conjunction with the Board of Directors, determine GCPD's staffing needs to support anticipated project progression.
- **Team Leadership:** Provide guidance, leadership, and oversight for GCPD's team of external consultants, including delegating tasks and fostering a collaborative, proactive, and high-performing work environment.
- **Communications:** Oversee GCPD's communications initiatives in coordination with the District's Communications Director, communications consultants, and project partners. Provide direction and approval of the District's strategic communications plan. Serve as the primary District spokesperson.
- **Board Meetings:** Work with counsel, partners, and staff to set board meetings in compliance with all state laws, ensuring District operations are continuous and obligations are met.
- **Budget Management:** In coordination with the District's Chief Financial Officer, bookkeeper, and project partners, prepare and administer of the District's annual budget, ensuring financial resources are allocated efficiently to meet operational goals.

- External Relations: Coordinate government relations efforts with the Board of Directors and project partners. Effectively communicate District needs and issues with elected officials at all levels of government to ensure the District is able to fulfill its obligations as a non-federal sponsor. Establish and maintain relationships with key stakeholder groups.
- Ensure the District meets all statutory and contractual responsibilities including preparing and submitting an annual report to the Legislature, the Legislative Budget Board, the General Land Office, and the Commissioners Court of each county in the district, initiating an annual audit by a third-party provider, submitting monthly reports to the General Land Office, and other duties as a non-federal sponsor.
- Represent the Gulf Coast Protection District at meetings, conferences, and other events.
- Perform other duties that may be added or changed as the course and scope of the job directs.

Qualifications:

Minimum:

- Professional Experience: Minimum of 10 years of experience in a leadership role, with a proven record of success, preferably within a governmental or public sector organization.
- Strategic Thinking: Strong strategic planning skills, with the ability to develop and execute strategies that support organizational objectives and advance key priorities.
- External Relations Expertise: Strong leadership and interpersonal skills, with the ability to collaborate effectively with elected officials, staff, and external stakeholders.
- Public Administration: Experience in government administration where management and senior-level decision making were required.
- Exceptional Writing and Communications Skills: Excellent writing and communication abilities, with the capacity to create clear, concise, and persuasive content for diverse audiences and platforms.
- Leadership and Team Management: Proven leadership abilities with experience in leading and motivating teams to achieve goals, as well as fostering a collaborative and inclusive work environment.
- Adaptability and Resilience: Ability to thrive in a challenging environment, navigate complex situations with diplomacy and tact, and remain calm and composed under pressure.
- Education: Bachelor's degree in public policy, public administration, project management, engineering or a related field is required. Advanced degrees or certifications are a plus.

Preferred:

- Education: Master's degree or other applicable graduate degree.
- 15 years of experience in the development and/or delivery of large-scale infrastructure projects.
- 15 years of experience in policy areas related to infrastructure projects and programs.
- 10 years of experience in executive level or similar leadership roles.
- In-depth knowledge of government operations, including budgeting, financial management, public policy, and regulatory compliance.
- Prior experience in the management of a Texas special district or similar local government.
- Prior experience building strong relationships with governmental, community, and professional organizations that resulted in demonstrable, favorable outcomes.
- Familiarity with the State of Texas or federal budget process.
- Familiarity with the Federal Civil Works program, including past work with the U.S. Army Corps of Engineers.
- Familiarity with the Coastal Texas Project and the Sabine Pass to Galveston Bay Project.
- Prior experience managing professional services contractors.

- Knowledge of the greater Houston area and the Gulf Coast, including familiarity with project partners and key stakeholders.

Additional Information:

We offer a competitive salary and comprehensive benefits package, including participation in the Texas County & District Retirement System (TCDRS) and the Texas Municipal League (TML) health insurance plans, covered in full for the employee, sick leave, state holidays, and paid time off. TCDRS may be compatible with other State of Texas retirement plans. The offered rate of compensation will be based on individual education, qualifications, and experience. The salary range for this position is \$235,000- \$275,000 annually.

Note:

- This position does not include sponsorship for United States work authorization.
- This position does not include relocation costs.
- The ability to travel within District territory is required. Most travel will not be overnight though some overnight travel may be necessary (e.g., out of state or to other locations in the State).

Other: Must have a valid Texas driver's license and safe driving record. Applicants may be subject to a driving record and criminal background check. Employment of selected candidate is contingent upon the receipt of an acceptable criminal background check. Must have reliable transportation. Mileage reimbursed at the current allowable rate.

How to Apply: To be considered for this position, submit resume and cover letter to Grace Bader at Grace.Bader@gcpdtexas.com. All applications must contain complete job histories, which include job title, dates of employment, name of employer, and a description of duties performed. You may also include up to three references. If this information is not submitted, your application may be rejected as incomplete. Only interviewed applicants will receive notice of the final disposition of the selection process.

An Equal Opportunity Employer

The Gulf Coast Protection District is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, age, sexual orientation or disability in employment or in the provision of services. In compliance with the Americans with Disabilities Act, any requests for reasonable accommodation needed during the application process should be communicated by the applicant to Grace Bader at grace.bader@gcpdtexas.com.