

**JOIN A COMMUNITY OF
NONPROFIT LEADERS**

POSITION PROFILE

Executive Director

January 2026

The Opportunity

The Nonprofit Management Center (NMC) has retained CMP to lead the search and recruitment for a dynamic, mission-driven Executive Director (ED) to strengthen the West Texas nonprofit community. Since its inception in 1998, NMC has become the cornerstone of the Permian Basin and Trans-Pecos regions of West Texas, supporting more than 1,500 nonprofit organizations through expert consulting and professional development.

Operating out of Midland, Texas, with an office in Odessa, the Executive Director will serve as the Center's chief strategist, community representative, and educator. This individual will work in close partnership with the Board of Directors to set the organizational vision while overseeing daily operations and the delivery of programs and services. The Executive Director's mandate is to advance the nonprofit ecosystem across the region through communication, collaboration, connection, and consultation.

The Ideal Candidate

- **Strategic Visionary:** Demonstrated ability to develop and implement long-range strategic plans and address challenges that impact nonprofit organizations' ability to achieve their missions.
- **Visible Leadership:** Visible leader who manages daily operations and provides direction and guidance to team members.
- **Community Presence:** Role model who excels at building partnerships, managing public relations, and advocating for the sector.
- **Operational Expertise:** Strong business and financial acumen with attention to process and systems improvement, and the ability to manage and work alongside a "small but mighty" team.
- **Influence & EQ:** A high-EQ communicator and influencer capable of building coalitions and navigating a complex political and social landscape.

This role requires a unique blend of strategic foresight and operational grit. The incoming ED will develop the NMC to be a role model for nonprofit leadership, representing the Center to the community while managing a team to deliver high-impact programming. If you are an influential communicator with passion for and a deep understanding of the nonprofit landscape, we invite you to apply.

Midland-Odessa, Texas

With a population of approximately 365,000, Midland-Odessa is a metro area located in the Texas High Plains between El Paso and Fort Worth, Texas. It has strong, consistent growth and is ranked among the fastest-growing metros in the United States. Midland–Odessa is well-positioned to become an energy nexus for the region and for the U.S. Known as the Petroplex, the area is located in a West Texas petroleum-rich area called the Permian Basin, which is home to two major natural gas power plants and several wind farms. With a focus on new sources of alternative energy in addition to petroleum, the Permian Basin has been referred to as the Energy Basin.

Midland–Odessa is served by Midland International Air and Space Port (MAF), located between the core cities, and has since been annexed into Midland proper. This airport serves as a regional hub for cities and towns throughout the Permian Basin and as a gateway to Big Bend National Park. Odessa Schlemeyer Airport and Midland Air Park also serve as an option for smaller jets.

In 1948, George H.W. and Barbara brought their family to this area to start his oil business and raise their young family.

Midland is the county seat for Midland County and was founded as the midpoint between El Paso and Fort Worth, Texas. Midland has a population of approximately 144,000 (8.1% increase from 2020). It was the hometown of former First Lady Laura Bush. Midland is nicknamed “The Tall City” known for its downtown skyline.



Within the heart of the Permian Basin, Odessa is the county seat for Ector County and has a population of approximately 116,400 (up 4.6% since 2020). It is a key center for the Oil & Gas industry in West Texas. It is also known as home to the University of Texas-Permian Basin and is famous for being featured in the book (and movie) “Friday Night Lights.”

Nonprofit Management Center

The Nonprofit Management Center (NMC) – a highly reputable 501(c)3 led by a nine-member Board – exists to help nonprofit organizations operate effectively, ensuring a stable future for them and the communities and people they serve. You can learn more on their websites: <https://www.nmc-pb.org/> and <https://www.linkedin.com/company/nmcpcb/>

SERVICES

The Center serves as an advocate for the nonprofit sector and provides a wide range of management expertise, technical assistance, and services for boards, staff, and volunteers of the nonprofit community. In addition to being a key informational resource, NMC provides custom-designed training and consulting services. Key services include:

Board Development	Management Review	Strategic Planning
Executive Recruitment	Start Up Assistance	Organizational Assessment
Workshops and Seminars	Customized Training	Consultations

KEY PROGRAMS

NELC - Comprised of 36 classroom hours spread over 9 months, NELC is designed to equip individuals seeking a role in nonprofit management with the skills needed to be successful. Potential participants include acting executive directors who desire to improve their skills and other individuals seeking to become nonprofit executives.

Generations - Past, Present and Future, a program of the Nonprofit Management Center, prepares future board members with the tools and confidence to lead effectively. More than 500 business professionals have completed the program.

Fund Academy - A two-day course that now combines the original Fund Academy and Fund Academy 2.0 into one comprehensive experience. Whether you are new to fundraising or looking to build on your existing knowledge, this course equips you with practical tools and insight to grow your skills in nonprofit fund development.

Beacon Awards - Designed to honor excellence in Permian Basin nonprofit organizations by recognizing volunteers and staff of the local nonprofit sector. In addition to the award, the nominating organization will receive \$1,000.

The Role

The Executive Director reports to the Board and is responsible for building awareness of NMC and oversight of the daily operation of the organization. With a strong commitment to the nonprofit sector, the Executive Director is responsible for developing and executing the Center's strategic direction, designing and operating programs and services, managing organizational and financial resources, and leading the team. In addition, the Executive Director is responsible for the oversight and delivery of programs and services provided to support 1,500+ nonprofit organizations in the Permian Basin and Trans-Pecos regions.

PRIMARY RESPONSIBILITIES

Governance and Board Relations

- Mission alignment – translate vision into actionable daily operations
- Facilitate strategic planning process, including implementation
- Work with the Board President to coordinate Board and Committee meetings
- Provide program, operational, and financial reports to the Board
- Assist with Board member recruitment, orientation and support

Operations and Financial Oversight

- Engage, empower, and provide necessary resources and tools to team members
- Improve internal processes and systems, including Financial, CRM, HR, and IT systems
- Oversee HR functions including recruitment, evaluation, and termination of employees
- Proactively prepare the organization for future leader transitions with a succession plan
- Draft annual budget for Board approval and ensure organization operates within budget
- Ensure compliance with 501(c)3 regulations, laws, labor requirements, records retention
- Seek funding and/or resources from a broad range of sources

Programs and Services Excellence

- Ensure services and program excellence through oversight of the delivery of services
- Design, plan, develop, and evaluate services and programs that strengthen nonprofits
- Ensure services and programs meet the needs of nonprofit organizations
- Oversee outcome evaluation processes

Public Relations and Role Model

- Serve as representative and chief spokesperson for the Center
- Build awareness of NMC and its capabilities
- Identify challenges for the nonprofit sector and provide collaborative remedies

QUALIFICATIONS

Work Experience

Eight to ten years of experience in a leadership role, preferably as an Executive Director of a nonprofit organization, and/or multiple years' experience serving as a Board member of a nonprofit organization.

Education

Bachelor's degree required; master's degree preferred.

Critical Skills

- Passionate, visionary, and creative
- Relational, collaborative, and a great partner
- Emotional Intelligence (EQ)
- Strong business and financial acumen
- Highly effective communicator and spokesperson
- Change management
- Influential with the ability to communicate a compelling narrative
- Visible leader with focus on process improvement and team engagement
- Consultative with strong assessment and facilitation skills
- Ability to organize, prioritize, and manage multiple projects
- Advanced computer skills in Microsoft Office, accounting, and CRM software
- Fundraising experience, including grant writing

WHAT DOES SUCCESS LOOK LIKE – ONE YEAR

- Develop an understanding of the Permian Basin/Oil and Gas
- Evaluate and improve program content and delivery models, considering best practices
- Improve website
- Maintain collaborative relationships with funders, community leaders, and partners
- Ensure high staff morale and engagement
- Improve back-office operations and internal workflows

Career Management Partners (www.careermmp.com) has been retained for this search. All interested candidates are asked to contact the executive recruitment team:

Mike Boate at mikeb@careermmp.com

or

DeAnna Bokinsky at deannabx3@careermmp.com

All inquiries and discussions are strictly confidential.



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This job description provides a representative summary of the major duties and responsibilities performed by incumbents of this role. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.