



Executive Director

Inprint

Houston, TX

Salary: \$135,000 - \$165,000

The Organization

Inprint was founded in 1983 with the mission of inspiring readers and writers. Today, Inprint serves more than 15,000 people from diverse backgrounds with programs that celebrate the power of the written word, including low-cost or free literary performances by the world's leading authors, writing workshops for communities throughout Houston, and financial support for the next generation of writers.

The Margaret Root Brown Reading Series is Inprint's premier series which has brought the world's leading writers to Houston. More than 400 great writers from 41 countries have appeared in the series, including winners of 13 Nobel Prizes, 73 Pulitzer Prizes, 67 National Book Awards, 57 National Book Critics Circle Awards, and 19 Booker Prizes, as well as 23 U.S. Poets Laureate. The Cool Brains! Series fosters a love of reading in middle school aged children while the Escritores en la Casa Series celebrates Spanish language authors.

Inprint brings its mission to make reading and writing accessible and joyful for all to life through community engagement, offering writing workshops for teachers, seniors, healthcare providers, incarcerated individuals, and Spanish-language speakers.

Inprint has supported more than 600 emerging writers from the University of Houston Creative Writing Program (UH CWP) through fellowships and employment, providing more than \$5 million to these talented authors since 1983, via the Inprint Endowment Fund and dedicated donor support. UH CWP alumni have gone on to win prestigious awards such as the Pulitzer Prize, the National Book Award, and MacArthur Foundation Fellowships. Inprint also supports the UH Spanish Department's PhD creative writing program (the only one of its kind in the country) and offers an undergraduate writing prize at Rice University.

These and other programs, along with collaborations across the community, have established Inprint as Houston's premier source for exceptional literary experiences—fostering deep pride and ongoing commitment from the city's residents.

To learn more about Inprint visit inprint.org.



The Position

Inprint seeks an inspiring leader who finds joy in reading, writing, and sharing stories to serve as its next Executive Director and deepen the organization's impact in Houston. Reporting to a committed and enthusiastic board of directors, the Executive Director will oversee day-to-day operations, including team leadership, financial management, and fundraising.

The Executive Director will ensure that Inprint's programs, staff, and resources are aligned with its mission and strategic priorities. They will lead the development and implementation of a strategic plan that builds on the strength of Inprint's programs, the trust of its community, and its strong financial position.



The ideal candidate is a natural relationship-builder with a passion for the written word, who thrives in diverse communities and works collaboratively with staff, board members, donors, authors, and publishers. They are charismatic, organized, confident, approachable, and creative and inspire confidence in donors that their investments will be well spent. They possess the skill and sensitivity to navigate complex and polarizing issues while maintaining trust, fostering dialogue, and promoting inclusivity.

ROLE OVERVIEW

Leadership with Vision, Care & Purpose

- Serve as trusted partner to the Board of Directors, supporting effective governance and strategic alignment through active engagement, thorough preparation, and transparent communication with the Board and committee members.
- Lead the development and implementation of a strategic plan to guide the organization's growth, sustainability, and impact.
- Foster a collaborative, inclusive, and mission-driven workplace culture that promotes a positive employee experience through clear communication and professional development opportunities.
- Ensure organizational values are reflected in staffing, leadership, and team dynamics by leading hiring, onboarding, and retention efforts, as well as overseeing HR functions such as staff evaluation, promotions, and compensation.
- Enhance organizational efficiency by improving internal systems for HR, data management, and operational infrastructure.



Growing Partnerships & Community Ties

- Establish, expand, and deepen Inprint's community, particularly relationships with authors, publishers, donors, and community partners.
- Prioritize and nurture the organization's longstanding partnership with the University of Houston Creative Writing Program to sustain support of emerging writers.
- Build and nurture relationships with community leaders and partner organizations to identify evolving needs and collaborative opportunities.
- Serve as the public face of Inprint and its chief storyteller, clearly and compellingly communicating the organization's mission and impact.
- Collaborate with communications staff to ensure timely, compelling, consistent, and strategic messaging across all platforms, including press releases, eblasts, and public communications.
- Represent Inprint as a trusted and respected leader in Houston's literary community and beyond.

Cultivating Resources to Fuel our Mission

- Ensure sound, transparent financial management practices that align resources with organizational goals and priorities.
- Nurture and steward strong relationships with existing donors while proactively identifying, engaging, and securing new supporters.
- Design and lead a strategic initiative to expand the major donor base.

Shaping Meaningful Literary Experiences

- Serve as the organization's creative leader, shaping and guiding its literary vision.
- Plan and execute the Margaret Root Brown Reading Series, Inprint Cool Brains! Series, and Inprint Escritores en la Casa Series.
- Oversee the full portfolio of programming and workshops, ensuring quality, relevance, and alignment with the organization's mission and audiences.

| Budget | Assets | Annual Fundraising |
|--------|--------|--------------------|
| \$1.6M | \$8M+ | ≈ \$850K |

THE IDEAL CANDIDATE

The ideal candidate for the Executive Director position possesses the following competencies:

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| Builds Effective Team | Drives Vision and Purpose | Communicates Effectively |
| Building strong teams with a strong identity that apply their diverse skills and perspectives to achieve common goals | Painting a compelling picture of a vision and strategy that motivates others to action. | Developing and delivering multi-mode communications that convey a clear understanding of the unique needs of different audiences. |
| Organizational Savvy | Builds Networks | Instills Trust |
| Maneuvering comfortably through complex policy, process, and people related organizational dynamics. | Effectively building formal and informal relationship networks inside and outside the organizations. | Gaining the confidence and trust of others through honesty, integrity, and authenticity. |

Additional Qualifications

- Proven ability to build and sustain effective working relationships with diverse internal and external stakeholders.
- Experience managing organizations or programs including operations, finance, fundraising, HR, and staff culture.
- Successful track record in developing, motivating, and retaining a high-performing, collegial, and collaborative team.
- Exceptional written and oral communication skills, with engaging and persuasive presentation skills.
- Excellent organizational skills and sound professional judgment, with the ability to prioritize and manage multiple demands, solve problems with a reasoned and objective approach, and demonstrate tact, humility, flexibility, and openness to differing points of view.
- Technical proficiency with Google docs, Zoom, and donor relations software/s.



WHO WE ARE

Work Environment

Inprint has an in-person work environment where all staff work onsite at the Inprint house.

Our Commitment to Diversity, Equity, & Inclusion

Inprint is an equal opportunity employer—we celebrate diversity and are committed to creating an inclusive environment for all employees.

Inprint provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

COMPENSATION AND BENEFITS

The salary range for this position is \$135,000–\$165,000, competitive and commensurate with experience. Inprint offers a comprehensive benefits package, including medical, dental, and vision insurance, as well as a generous 5% annual retirement contribution.

TIMELINE AND NEXT STEPS

If you are interested in this position, please [click here](#). All applicants will receive an email confirming receipt of their application.

We encourage candidates of all backgrounds to apply even if you do not meet all the qualifications outlined above. If you are selected to move forward for an initial screening call, we expect you to hear from us by October.

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[Submit an application](#)