

From: Harriett
Sent: Tuesday, July 16, 2013 11:20 AM
To: Gutierrez, Jawana
Subject: Job posting for our use

(JJ, pls distribute to ICRC Commissioners)

Commissioners,

At our meeting I'll recommend we post our Executive Director job on the website of the Texas Society of Association Executives (TSAE), a nonprofit group established in 1928 for those engaged in the management of trade & professional organizations in Texas. They have 1000 members, some of whom may be interested in & qualified for our position. The Board Chair of TSAE is Karen Johnson, CEO of United Ways of Texas, & this is a legit outfit. Below you can read TSAE's response to my query about "my nonprofit" posting the Exec. Director ad. If the ICRC approves this posting, I will identify us to Becky Faulk.

I also queried SCORE, the nonprofit Senior Core of Retired Executives that volunteers to mentor small business & other orgs. But their Charter prevents them from posting a paying job.
Harriett Harrow

----- Original Message -----

From: [Becky Faulk](#)
To: [Harriett](#)
Sent: Tuesday, July 16, 2013 8:49 AM
Subject: RE: Job opportunity - TSAE Career Center

Hi Harriett,

That would be a great idea to post in our Job Bank on the website. We do host it on the website, but it is managed by a third party company called Boxwood Career Centers. [Here is a link to our Career Center.](#) On this page you should see a green button that says "Post A Job" – select that it will take you to a page where you see a yellow button that says "Sign in" – right above that button it says "First time users, click here." This is what you will want to select. From here you can create an account and view posting pricing and it walks you through the setup. Here is there phone number in case you would like some extra assistance: 888-491-8833.

Also, I will send your email along to our President, Beth Brooks, to review. She may have some ideas on candidates.

Let me know if you need anything else!

Have a great week!

Becky Faulk
Administrative/Data Specialist
Texas Society of Association Executives
8200 N. Mopac, Ste 185
Austin, TX 78759
512-444-1974
www.tsae.org

From: Harriett
Sent: Friday, July 12, 2013 6:07 PM
To: Becky Faulk
Subject: Job opportunity

Hello,

I'm a board member of a newly formed nonprofit group that is seeking to hire an Executive Director, & I wonder if you would be able & willing to post our want ad. The unusual aspect is that this will be a fulltime position but for only six months, until a major mission of our nonprofit is accomplished. We seek a top-level candidate and it occurred to me when Googling "austin tx association" that some of your many members might be interested in applying.

I would appreciate your advising me if you might be able to distribute our Executive Director want ad to your members. Should that be possible, I would of course be happy to offer more information about our nonprofit group. Thank you.

Harriett Harrow