

Executive Director – Texas Broadband Association (TBBA)

Role Overview:

The Executive Director is the chief administrative and strategic officer of the Texas Broadband Association (TBBA), reporting directly to the Board of Directors and operating within board-established policies and priorities. This position demands strong judgment, operational discipline, and collaborative leadership in a politically and legally complex environment. The Executive Director will drive TBBA's mission to advance broadband access and digital infrastructure across Texas.

Key Responsibilities:

Organizational Leadership & Operations

- Manage the day-to-day operations of the association, ensuring efficient administrative, document management, and governance systems.
- Set up and run effective board meetings, including agenda development, action item follow-up, and robust reporting and communication.
- Ensure compliance with nonprofit governance best practices, including bylaws, conflicts-of-interest, antitrust policies, and fiduciary responsibilities.
- Serve as a trusted governance partner to the Board Chair and officers, supporting proper notice, quorum, voting, and recordkeeping.
- Maintain corporate records, contracts, and regulatory filings in coordination with outside counsel.
- Identify and appropriately escalate reputational, legal, and operational risks to the Board.

Membership Growth & Stakeholder Engagement

- Lead efforts to grow and retain membership, including identifying and engaging new industry stakeholders.
- Build and sustain strong relationships with members, partners, and prospective members.
- Balance diverse member interests while advancing shared policy and organizational goals.
- Engage senior-level executives and decision-makers across industry, government, and nonprofit sectors.

Policy Awareness & Advocacy

- Monitor, synthesize, and communicate broadband policy and legislative developments to the board and membership.
- Represent TBBA at public events and before legislative committees as a confident and credible public speaker.

- Operate effectively in politically sensitive environments with multiple, sometimes competing, stakeholders.
- Understand legislative processes, agency rulemakings, and coalition-based advocacy efforts.
- Coordinate messaging among members with differing priorities while maintaining TBBA's credibility and integrity.

Leadership & Strategic Planning

- Manage consultants and contractors, defining clear scopes of work, budgets, and performance expectations.
- Develop and execute strategic plans to drive organizational growth and effective communication with legislative and agency leaders.
- Support and engage board committees and subcommittees in their work.
- Work alongside outside counsel and lobbyists, respecting defined roles and responsibilities.

Brand Awareness & Communication

- Build TBBA's brand through consistent messaging, effective use of social media, and collaboration with communications professionals.
- Oversee and update association materials and website, creating compelling collateral to support membership growth.
- Translate complex policy and regulatory issues into clear, accessible written and verbal communications.

Industry Knowledge

- Demonstrate a strong understanding of the Texas broadband landscape and key industry players.
- Leverage familiarity with Texas legislative culture, agencies, and regulatory environment (strongly preferred).
- Utilize existing relationships within Texas broadband, telecommunications, or infrastructure communities (a plus).

Financial Oversight & Operational Discipline

- Oversee the association's finances in coordination with the board treasurer, bookkeeper, or outside accounting firm.
- Manage budgets, track revenues and expenses, and provide clear financial reporting to the Board.
- Ensure effective internal controls, expense policies, and contract oversight.

Qualifications:

- Bachelor's degree required; advanced degree preferred.
- 5+ years in an executive leadership role within a relevant association, nonprofit, or industry.
- Demonstrated experience working with boards and managing diverse stakeholders.
- Experience in technology, broadband, or telecommunications preferred.

Personal Attributes:

- Highly organized, proactive, collaborative, and mission-driven.
 - High integrity, discretion, and respect for board authority and governance boundaries.
 - Excellent judgment under pressure, including in time-sensitive or high-visibility situations.
 - Comfortable working in a startup-stage association environment; demonstrates initiative, flexibility, and follow-through.
 - Ability to balance strategic vision with day-to-day operational execution.
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To Apply:

Interested candidates are invited to submit a resume and cover letter detailing their qualifications and relevant experience to admin@broadbandtexas.org.

The Texas Broadband Association is committed to advancing digital infrastructure and fostering a connected future for communities across Texas. Join us in leading this important mission!