T.L.L. TEMPLE FOUNDATION
EST 1962
BUILDING A THRIVING RURAL EAST TEXAS

JOB DESCRIPTION

Director, Special Projects

LOCATION	REPORTS TO	EMPLOYMENT CLASSIFICATION
Primarily on-site w/ some flexibility possible, Lufkin, Texas	President & CEO	Full-Time, Exempt

About TLLTF

The T.L.L. Temple Foundation (TLLTF) is a private family foundation headquartered in Lufkin, Texas. It was established in 1962 by Georgie Temple Munz to honor her father, Thomas Lewis Latané Temple. It was her wish to create a foundation to improve the quality of life for residents of the geographic area wherein the Temple family operated its business enterprises and accumulated its wealth — rural East Texas. TLLTF now works alongside communities to build a thriving rural East Texas and operates with the following Core Values:

Spirit of Generosity: We approach our work with openness, kindness, and the assumption of good intent. We share credit, support one another, and extend trust.

Learning & Continuous Improvement: We stay curious, seek feedback, and turn challenges into opportunities for growth.

Pursuit of Impact: We focus on outcomes that matter, aligning time and resources toward what serves East Texans most in need.

Respect Past, Build Future: We understand and appreciate all that came before us and use forward thinking to continue growing opportunities and impact.

Service Before Self: We operate as a team and seek to act cohesively. Individual contributions lead to team solutions.

Since its inception, the Foundation has invested more than $630 million, primarily in East Texas. In 2025, the Board of Directors appointed a new President and CEO and for the last year, the Foundation has maintained its core work while simultaneously launching Operating Planning. The organization is at the midpoint of that process, which has yielded shifts. TLLTF is moving closer to our communities by significantly restructuring how we do our work. We recognize that our vast region is dynamic. As we center our work on place, we hope to grow trust, build on the momentum of local communities, and be a stronger catalyst based on the capacity, will, and desires of those we serve. We are building the team needed for a new operating model, including roles such as this one. Among other things, the planning to date has resulted in:

- A new mission statement: “The T.L.L. Temple Foundation works alongside communities to build a thriving rural East Texas.” Based on feedback from stakeholders, we are now explicitly defining “thriving.”

- Five Core Values inform the expectations and actions of our daily and long-term work. They define how we operate internally and externally and are a framework for those we are seeking to partner with in service to rural East Texas.
- We previously organized our work and program structure by *sector* (e.g., health, education, human services, etc.). We will now do so through a lens of *place* — geographic areas of Northeast, Deep East, and Southeast (see more here). This increase in physical presence allows for direct engagement and alignment with our communities.

The shift recognizes something we learned in our process — trust and presence are critical ingredients to implementation and sustainability, particularly in rural settings. Additionally, challenges in our communities are rarely, if ever, confined to a sector. **Read the full Operating Plan Midpoint Update here.**

Position Summary

The **Director, Special Projects**, at direction of the President and CEO supports high-priority, time-sensitive initiatives that can cut across and beyond the service region, providing analysis for the T.L.L. Temple Foundation's leadership team. Working across many areas but not responsible for grantmaking, this role has a dynamic scope, coordinates internal and external partners, manages timelines, budgets, vendors, and risks, and delivers clear recommendations and measurable outcomes. The position operates in direct concert with the President and CEO in a stakeholder-driven environment with broad organizational and regional exposure.

Expectations

This role is responsible for supporting high priority, time sensitive initiatives, and delivery of research, analysis and recommendations that support the Foundation's priorities. This role requires strong project leadership, sound judgment, and the ability to work independently across departments and with external partners to move complex initiatives forward, manage competing priorities, and deliver measurable outcomes aligned with the Foundation's needs.

As Director, Special Projects, you will be expected to:

- Operate in a fast-paced environment with flexibility and enthusiasm across a multitude of projects and moving timelines.
- Prefer a highly variable environment that shifts based on community and organizational needs.
- Lead assigned projects from initial scoping through delivery, ensuring objectives, timelines, budgets, and outcomes are clearly defined and managed.
- Deliver timely, thorough research and analysis that inform executive decision making and provide clear, actionable recommendations.
- Provide flexible, hands-on project support to advance high-priority organizational initiatives as assigned.
- When applicable, work directly with or within key partnerships or projects.
- Build alignment and accountability among internal teams, external partners, and other stakeholders to keep projects moving forward.
- Maintain effective oversight of project budgets, funding requirements, vendor relationships, and applicable compliance obligations.
- Proactively identify and address project risks, anticipate challenges, and develop solutions or contingency plans to support successful outcomes.
- Ensure leadership has the information, briefings, and updates needed to make timely decisions and monitor progress.

- Establish clear processes and facilitate the successful transition of completed initiatives to their appropriate ongoing owners.
- Respond to emerging organizational priorities and undertake additional high-priority assignments as directed by leadership.

How You Will Contribute

- Develop project plans that define scope, deliverables, responsibilities, timelines, budgets, and milestones; coordinate contributors and report progress to leadership.
- Conduct research and analysis of questions from the CEO, including benchmarking peer organizations, evaluating program options, modeling costs, and synthesizing data into decision-ready recommendations.
- Partner with team members and external parties to provide dedicated project management and hands-on support for department priorities.
- Facilitate cross-functional working groups by establishing agendas, documenting decisions, tracking action items, and maintaining accountability.
- Coordinate with external partners and manage requests for proposals (RFPs), vendors, and project-specific relationships.
- Develop and monitor project budgets, funding requirements, vendor expenditures, and compliance obligations, providing timely financial and status updates to leadership.
- Identify and pursue supplemental funding opportunities when assigned initiatives require resources beyond the Foundation's budget, including applicable federal, state, and local grants and public-private partnerships.
- Prepare executive briefings, materials, status dashboards, decision memos, and stakeholder communications.
- Monitor risks related to scope, schedule, budget, stakeholder alignment, and regulatory or policy constraints; develop contingency plans and escalate decisions when needed.
- Document processes, capture key learnings, and coordinate the handoff of completed initiatives to their permanent organizational owners.
- Take on other high-priority assignments as directed by Foundation leadership.
- Perform other duties as assigned.

What You Will Need

REQUIRED

- Experience in a dynamic environment that could include but is not limited to consulting, project management, public affairs, nonprofit operations, or a similar cross-functional role that led to clear outcomes.
- Experience managing cross-functional projects with budgets, vendors, external stakeholders, and executive-level reporting; public-sector, nonprofit, or grant-funded experience preferred
- Strong analytical skills; comfortable pulling together data from multiple sources and turning it into a clear recommendation
- Excellent writer and presenter, able to communicate crisply with executives, board members, and public officials
- Highly organized; able to run several projects at once and keep them all moving
- Collaborative and diplomatic; builds trust quickly with people who don't report to you
- Self-directed and comfortable with ambiguity; figures out what needs doing and does it
- Proficient in Microsoft 365, especially Excel and PowerPoint; experience with project management tools helpful
- Desire and ability to get work done in a high expectation, high accountability environment and put significant time and effort into getting things done for our communities.

- Engage in work with enthusiasm and optimism for the outcome of a thriving rural East Texas.
- Enter every day with a lens and actions towards supporting the mission, the people of rural East Texas, and a thriving region.
- Make decisions, support decisions, and look for contributions with the Foundation and community outcomes first and foremost, leaving personal ego at the door.

Physical Demands

This position is an office-based role. The physical demands described below are representative of those that must be met to successfully perform the essential functions of the position:

- Regularly remain seated and work at a computer for extended periods while performing administrative, research, communication, and documentation responsibilities.
- Travel by automobile to meetings and community locations, which may include offices, nonprofit facilities, government buildings, schools, community centers, and other partner sites.
- Walk, stand, and move about community and partner locations, including facilities where accessibility, terrain, or environmental conditions may vary.
- Navigate stairs, uneven surfaces, parking areas, or other conditions associated with visiting community locations.
- Ability to carry or transport typical work materials, documents, and equipment weighing up to approximately 20 pounds.
- Ability to communicate effectively in person, by telephone, and through virtual platforms, and to hear and respond appropriately during meetings and conversations.
- Ability to safely operate a motor vehicle and travel independently throughout the assigned geographic area as required by the position.
- Work may occasionally occur outside of a traditional office environment and may involve varying weather, environmental, or facility conditions associated with community-based activities.

The T.L.L. Temple Foundation is committed to providing access, equal opportunity, and reasonable accommodations for individuals with disabilities in employment, its programs, and operations. As part of this commitment, TLLTF will ensure that persons with disabilities are provided reasonable accommodations.

How to Apply

To apply, send a one-page cover letter and resume to: **hr@tlltemple.foundation**.

Please use: “Director, Special Projects” as the subject line of your email.

Applications will be reviewed on a rolling basis until the position is filled.

Questions about the role may be directed to **hr@tlltemple.foundation**.