



Executive Director: Casa Latinos Unidos

This position reports to the Board of Directors of Casa Latinos Unidos.

The Executive Director (ED) has overall strategic and operational responsibility for the organization's staff, programs, finances, fundraising, and the execution of its mission and vision.

Responsibilities Leadership & Management

- Ensure ongoing program excellence, consistent quality of finance, administration, fundraising and communication.
- Recommend timelines and resources needed to achieve the organization's goals.
- Perform HR and related tasks for the organization.
- Recruit, develop and lead staff in their responsibilities.
- Ensure effective systems are in place to track progress, and regularly evaluate program components to measure successes that can be effectively communicated to the board of directors, funders, and other constituents.
- Maintain a strong and positive relationship with the board of directors; serve as ex-officio of each committee.
- Inform the board regularly of internal organization matters, including relevant staffing, funding, and status of programs.

Fundraising & Communications:

- Expand revenue-generating and fundraising activities to support existing program operations.
- Strengthen all aspects of communications—from web presence to external relationships with community stakeholders and partners.
- Use external presence and relationships to create new opportunities.

Planning & New Business:

- Design strategic plans and financial operational budgets for the organization.
- Build partnerships with organizations, establish relationships with funders and community leaders.
- Foster new relationships with potential donors and secure new funding streams.

Advocacy, Equity, and Inclusion:

- Meet with local leaders and elected officials to advance equity and policy change.
- Represent the organization in town halls, panels, and coalitions at local and state levels.
- Advocate for the wellbeing and the human rights of the Latinx, indigenous, immigrant and refugee populations.
- Promote equity, diversity, and inclusion of the Latinx communities.

Qualifications:

The ED demonstrates commitment to the Mission and Vision of Casa Latinos Unidos. All candidates should have proven leadership and nonprofit operations or program management experience. Concrete, demonstrable experience and other qualifications include:

- Advanced degree in organizational management, nonprofit management, business administration, public health, or social sciences.
- Five years of nonprofit experience; track record of effectively leading a program or an organization including creating and implementing new programs, increasing organizational revenue, and/or leading successful teams; ability to point to specific examples of having developed and operationalized strategies that have taken an organization to the next stage of growth.
- Strong experience in program evaluation, project management and grant writing.
- Experience in organizational management with the ability to manage, coach staff, and develop high-performance teams.
- Setting and achieving strategic objectives and managing budgets.
- Experience working with a Board of Directors.
- Knowledge of nonprofit HR.
- Strong desire to engage with a wide range of stakeholders in a variety of settings.
- Ability to orchestrate fundraising plans and actively seek grant writing opportunities.
- Ability to work effectively in collaboration with diverse groups of people.
- Passion, integrity, positive attitude, mission-driven, and self-directed.
- Ability to read, write, and speak fluently in Spanish and English and strong cultural awareness of the Latinx community.

Emerging BIPOC leaders that might not necessarily meet all the requirements are still highly encouraged to apply!

Working Conditions

This position requires attending meetings before and after regular working hours, including occasional activities on weekends.

Compensation: Full-time exempt position with a salary range from \$50,000 to \$72,000 per year depending on experience and qualifications.

Posting Date: 1/4/2022

Closing Date: Until position is filled

Review of applications will begin immediately

To apply: Interested candidates should submit a resume including three references and a cover letter outlining how your skills and experiences meet the qualifications of the position to:

Alejandra Sanchez, (Chair of Board of Directors) at boardpresident@casalatinosunidos.org