

El Centro de las Americas is seeking a high quality candidate to fill the position of Executive Director. Founded in 1982, El Centro was originally known as the Hispanic Community Center (HCC) and became a 501(c)(3) non-profit in 1983. Since its inception, El Centro has provided services in the areas of education, family support, youth empowerment, health and general client support, primarily to the Latino/Hispanic community. Our mission is Educating and Empowering Latino/Hispanic families and the community at large. Please find the position description below. We are seeking a Bi-lingual (English-Spanish) candidate to fill this position, to continue El Centro's growth and efficiency in services, and to provide excellent leadership to our dynamic organization. To apply please send cover letter, resume, and two writing samples, one in English and one in Spanish, to [searchcommittee@elcentrone.org](mailto:searchcommittee@elcentrone.org)

## **El Centro de las Americas Executive Director Job Description**

### **Job summary:**

The Executive Director (ED) reports to the Board of Directors. With the assistance of staff, the ED is ultimately responsible for the organizational health and sustainability of the agency. The ED is expected to establish, promote and maintain relationships with funders, government agencies, nonprofits, the business community, and the community at large, while seeking opportunities to strengthen and expand the reach and impact of the organization. The ED executes the mission of El Centro with guidance and governance provided by the Board of Directors.

### **Duties and Responsibilities:**

#### **1. Fundraising**

- a. Create and implement an annual fundraising plan to ensure appropriate and diversified funding for programmatic priorities at El Centro.
- b. Actively engage in the identification, cultivation, solicitation, and stewardship of funding sources including foundations, individuals and corporate donors to secure funding needed to operate El Centro and its programs.
- c. Maintain strong ties with existing funders and promote the organization's mission, services, and needs with potential funders.

#### **2. Organizational Management and Administration**

- a. Lead and implement organizational planning for El Centro.
- b. Create an environment where staff is engaged and performing at high levels.
- c. Establish appropriate administrative systems for the control of El Centro.
- d. Attract, retain, develop and leverage staff talent.
- e. Institute and utilize an effective performance management system for staff that includes annual, objective evaluations.

#### **3. Strategic Planning and Leadership**

- a. Collaborate with the Board of Directors to lead the implementation of El Centro's strategic plan while ensuring that budget, staff and priorities are aligned with the organization's mission.
- b. Cultivate a strong and transparent working relationship with the Board and ensure open communication about financial, programmatic and impactful performance against organizational goals.
- c. Establish effective decision-making processes that will enable El Centro to achieve its short- and long-term goals and objectives.

#### 4. Financial Management

- a. Oversee the financial status of the organization including the development of short- and long-range financial plans.
- b. Monitor El Centro's operating budget and ensure sound financial controls are in place;
- c. Set financial priorities ensuring that organizational resources are allocated in a manner that most effectively and efficiently drives progress.
- d. Produce monthly/quarterly/annual financial reporting structures for El Centro's board to facilitate sound and strategic decision-making.

#### 5. Board Development and Management

- a. Advise the Board and participate in the ongoing building process including identification, recruitment, orientation, engagement, evaluation and rotation of board members.
- b. Support the active participation of all board members in committees; ensure the provision of required information to facilitate sound decisions and determinations.

#### 6. Community Relations

- a. Serve as chief spokesperson for El Centro, articulating the organization's vision, communicate with stakeholders (agencies, funders, and the community) to keep them informed of the work of El Centro.
- b. Establish good working relationships and collaborative arrangements with community groups, funders, and other organizations to help achieve the goals of El Centro.
- c. Work with staff, volunteers, and the Board of Directors to increase the organization's visibility within the community and to develop and nurture mutually beneficial working relationships and partnerships with other organizations and stakeholders.

### **Knowledge, skills and abilities:**

1. Prior nonprofit executive leadership experience preferred;
2. Past success working with a Board of Directors with the ability to cultivate existing board member relationships
3. Strong analytical skills, judgment, negotiation and problem solving skills that support and enable sound decision making;
4. Knowledge of and familiarity with financial statements. Ability to forecast, create, and manage a budget and monthly financial reports and statements.
5. Excellence in organizational management with the ability to coach staff, manage, and develop high-performance teams, set and achieve strategic objectives, and manage a budget
6. Excellent relationship building skills with an ability to communicate and work effectively with a variety of internal and external stakeholders;
7. Strong written and verbal communication skills; a persuasive and passionate communicator with excellent interpersonal and multidisciplinary project skills.
8. Strong marketing, public relations, and fundraising experience with the ability to engage a wide range of stakeholders and cultures
9. Ability to work effectively in collaboration with diverse groups of people
10. Bicultural and bilingual.
11. Passion, idealism, integrity, positive attitude, mission-driven, and self-directed.

### **Minimum requirements:**

1. Bachelor's degree or Equivalent work experience required; Advanced degree preferred
2. Three to five years of nonprofit leadership experience.