

<b>Position Title</b>	<b>Reports to</b>	<b>Compensation</b>
Executive Director	Board of Directors	75k-105k
<b>Employment Status</b>	<b>FLSA Status</b>	<b>Application Closing Date</b>
40 hours/week	<input type="checkbox"/> Non Exempt <input checked="" type="checkbox"/> Exempt	Until position is filled

### **About this Position**

Reporting to the Board of Directors, the Executive Director (ED) will have overall strategic and operational responsibility for the organization's implementation of programs, financial management, and the execution of its mission, vision, and philosophy.

### **Responsibilities**

#### **Financial Management**

- Establish and maintain financial stability.
- Prepare and propose an operational budget for BOD.
- Ensure financial transparency.
- Prepare financial reports for BOD, grantors, and stakeholders as needed.
- Create and adhere to internal controls for financial transparency and accountability

#### **Fundraising and Grant Development**

- Develop and maintain revenue-generating and fundraising activities.
- Identify grant opportunities that align with organizational goals and objectives.

#### **Public Relations**

- Establish partnerships with organizations to better support CLU organization mission and goals.
- Communicate effectively with BOD, Community partners, Community members, donors, and grant funders.
- Create and maintain strong communication networks that reach across public sectors at the local and regional levels.
- Promote a positive image of CLU including newsletter, websites, and social media with the goal of strengthening public relations.

#### **Advocacy, Equity, and Inclusion**

- Meet with local leaders and officials to advance equity and policy change.
- Represent and advocate for the well-being of our organization and our constituents in town halls, panels, and coalitions at local and state levels.

- Promote equity, diversity, and inclusion of Latino/x and other underserved and underrepresented communities.
- Foster a positive and inclusive culture that values diversity, equity, and inclusion.

### **Organizational Governance**

- Support board development.
- Establish transparent communication with BOD, stakeholders, and staff.
- Be the liaison between BOD and staff.
- Create and implement best practices and policies.
- Identify and manage risks, ensuring compliance with legal and regulatory requirements, and maintaining transparency and accountability.

### **Program Oversight and Evaluation**

- Provide oversight and perform administrative tasks including HR and financial responsibilities.
- Lead, coach, develop, and retain high-performance staff.
- Ensure ongoing programmatic excellence, rigorous programming, and evaluation.
- Ensure consistent quality of finance, fundraising, and communications.
- Ensure programs are managed to ensure quality, compliance, and timeliness.
- Establish and evaluate program effectiveness and communicate outcomes to the board, funders, and stakeholders.

### **Minimum Qualifications**

The Executive director must be committed to Casa Latinos Unidos mission and vision. All candidates should have proven experience in leadership, nonprofit operations, and program management. Concrete demonstrable experience and other qualifications include:

- Bachelor's or advanced Degree in organizational management, nonprofit management, business administration, communications, public health or related fields or experience
- Extensive experience in grant writing and reporting.
- Experience in establishing and developing high-performance teams,
- Experience in executing organizational strategic objectives and budget management
- Experience working with diverse community members and partners.
- Strong desire to engage with a wide range of stakeholders in a variety of settings.

### **Preferred Qualifications**

- Five years of leadership experience.
- Bilingual and bicultural: strong effective communication skills both written and oral in English and Spanish.
- HR-related experience.
- Fundraising experience.

### **Compensation:**

Full-time exempt position with a salary range from \$75,000 to \$105,000 per year depending on experience plus additional employee benefits.

### **To apply:**

Send a cover letter, resume, and professional references to Cristian Reyes at [boardpresident@casalatinosunidos.org](mailto:boardpresident@casalatinosunidos.org)

**This position will remain open until filled.**