



## **JOB ANNOUNCEMENT EXECUTIVE DIRECTOR**

Acción Latina is a nonprofit organization founded in 1970 whose mission is to promote cultural arts, community media, and civic engagement as a way of building healthy and empowered Latino communities. We fulfill our mission by producing a rich array of cultural arts programming each year and by producing a free, biweekly newspaper, El Tecolote, the longest continuously published bilingual newspaper in California.

### **EXECUTIVE DIRECTOR**

Acción Latina seeks a creative, energetic, passionate and high-integrity person to fill the position of Executive Director. The Executive Director reports to the Board of Directors, supervises staff, and is responsible for the organization's operations, programs, expansion and execution of its mission.

### **RESPONSIBILITIES**

#### **Mission, Vision & Strategy:**

- Ensure Board and staff engage in regular strategic planning that supports the organization's mission and capacity
- Create opportunities for self-reflective thinking about the organization's impact within and among the Latino community

#### **Leadership & Management:**

- Engage in supporting local programmatic excellence and program evaluation
- Recommend timelines and resources needed to achieve strategic goals
- Actively engage and energize Acción Latina volunteers, board members, event committees, partnering organizations, and funders
- Recruit, select, and ensure orientation and training opportunities for staff and volunteers
- Develop and maintain Personnel Policy & Procedure Manual for approval by Board
- Serve as staff on sub-committees

#### **Resource Development:**

- Work with Board to implement special fundraising initiatives
- Secure long-term and occasional sponsors based on annual financial targets
- Ensure appropriate staffing consistent with community needs and within the constraints of Acción Latina's physical and financial resources
- Prepare an annual fund development plan and develop targeted funding proposals consistent with the plan
- Write grant proposals for government and private foundations

#### **Budget and Financial Management:**

- Develop and monitor annual budgets based on agreed upon strategic objectives
- Coordinate with accounting staff/consultant and Board Finance Committee on all budget and finance related issues
- Establish compliance with the organization's fiscal policies
- Present monthly financial reports with Finance Committee at Board meetings
- Work with CPA to produce year-end financial statements and tax return
- Maintain oversight of all earned revenue operations
- Make certain that facilities, furniture, and equipment are properly maintained and meet organization's needs
- Ensure compliance with all federal and state legal and reporting requirements

## QUALIFICATIONS

The Executive Director must be committed to Acción Latina's mission. All candidates should have proven leadership, coaching, and relationship management experience.

### Specific requirements include:

- Related Bachelor's Degree (e.g., nonprofit administration, community media, cultural arts, journalism) or equivalent experience
- Demonstrated commitment to values of social justice and community
- Three to five years of experience initiating, planning, implementing and evaluating nonprofit community-based organizations in diverse communities (in particular the Latino Community)
- Past success working with a Board of Directors with the ability to cultivate existing board member relationships
- Excellent interpersonal, written and verbal skills
- Creative problem-solving skills, ability to multi-task and work collaboratively with staff and partners
- Active fundraising experience and donor relations skills
- Financial management skills, including budget preparation, analysis, decision and reporting
- Passion, integrity, positive attitude, mission-driven, and self-directed
- Bilingual/bicultural (English/Spanish)

This is a full-time position. The salary is \$60,000 to \$70,000, commensurate with experience.

**To apply:** Please email cover letter and resumé by June 7, 2021 to:

HumanResources@accionlatina.org

Resumé should include names and email address of two references.

The position is open until filled. For more information about Acción Latina, visit <http://www.accionlatina.org>