



Acción Latina

## **Executive Director Job Announcement**

Applications accepted through July 22, 2016

### **Position Summary**

Acción Latina seeks a creative, energetic, well-organized and passionate person to work with our board of directors and provide leadership for our nonprofit organization and staff. The Executive Director has overall strategic and operational responsibility for Acción Latina's staff, programs, expansion, and execution of our mission. The ideal candidate will have a background in nonprofit and/or program management, excellent interpersonal and written skills, fundraising experience, knowledge of financial management, and a demonstrated commitment to issues of social justice. The Executive Director reports to the Board of Directors through the Board President. This is a full time position with an anticipated start date in September 2016.

### **About Acción Latina**

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. In 2,000, Acción Latina purchased a 3,234 square foot building in the heart of San Francisco's Mission District, in the lower 24<sup>th</sup> Street neighborhood now known as the Latino Cultural District. In 2015, we renovated our 24<sup>th</sup> Street storefront to create the Juan R. Fuentes Gallery, which now showcases the work of established and emerging artists whose art depicts the nuances of Latino life.

### **Responsibilities**

#### *Governance & Leadership*

- Serve as a resource to Board so policy decisions are made on an informed basis
- Keep Board informed of significant issues affecting programs and services
- Oversee development and implementation of orientation for in-coming Board Members
- Serve as staff on Board Committees

#### *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 and role within the Latino community

#### *Resource Development*

- Work with the Board to implement special fundraising initiatives
- Ensure appropriate staffing consistent with community needs and within the constraints of Acción Latina's physical and financial resources

- Ensure development of annual budget and present to Finance Committee for evaluation and modification as needed
- Prepare an annual fund development plan and develop targeted funding proposals consistent with the plan
- Develop and maintain the Personnel Policy & Procedure Manual for approval by Board
- Recruit, select, and ensure orientation and training opportunities for staff and volunteers

*Program Delivery & Impact*

- Develop and/or maintain programs and services consistent with community needs
- Monitor programs and services to ensure consistency with criteria established by funding sources and the mission and goals of the organization

*Internal Operations & Management*

- Ensure availability of timely financial reports for internal review
- Work with CPA to produce year-end financial statements and tax return
- Maintain oversight of all earned revenue operations
- Ensure that facilities, furniture and equipment meet the basic needs of the organization
- Ensure proper maintenance of facilities, furniture and equipment
- Ensure compliance with all federal and state legal and reporting requirements

*Strategic Relationships*

- Undertake activities within the community that enhance the visibility of the organization
- Represent the organization on appropriate committees

**Qualifications**

- Related Bachelors Degree (e.g. Nonprofit administration, community media, cultural arts) or equivalent experience
- Demonstrated commitment to values of social justice and community
- Experience initiating, planning, implementing and evaluating nonprofit programs
- Excellent interpersonal skills
- Bilingual/bicultural (English/Spanish)
- Demonstrated fundraising experience
- Experience managing a community based organization (preferred)

**Performance Criteria**

- Development of strong/positive working relationships with all relevant organizations, staff and Board
- Enhancement of the organization's image
- Positive financial position
- Success carrying out the key functions of the job description

This is a full time position. The salary is \$55,000 to \$62,000, commensurate with experience.

**TO APPLY:** Please send a cover letter and resume to Executive Director Search Committee, 2958 24<sup>th</sup> Street, San Francisco, CA 94110 or email materials to: [info@accionlatina.org](mailto:info@accionlatina.org). The deadline to apply is July 22, 2016. The anticipated start date will be in September 2016. For more information about Acción Latina, visit <http://www.accionlatina.org>.