



SU CONEXIÓN A LA COMUNIDAD

POSITION SUMMARY

Reporting Relationships

The President and Chief Executive Officer will report directly to the Board of Directors. Direct reports include:

Chief Operating Officer

Chief Program Officer

Total staff: 37 FTEs

Goals and Objectives

The following goals and objectives have been identified as priorities for the position:

- **Strategic Vision:** Work with key stakeholders to develop a 3–5-year strategic plan with clear strategies, goals, an implementation plan, and performance measures.
- **Programs:** Identify and consistently monitor community needs to guide new and align existing programming for maximum impact.
- **Fund Development:** Drive fund development efforts that seek to diversify and build funding sources, while engaging existing and new funders and donors (e.g., foundations, corporations, individuals, etc.) to support the short and long-term needs of the organization.
- **Measuring Impact:** Drive organizational performance by setting and monitoring performance against measurable financial, operational and program goals.
- **Advocacy:** Position El Centro as a key voice and advocate for the diverse interests and aspirations of the Latino Community, as well as a sought-out resource for the community at large.
- **Communications:** Drive efforts to elevate the visibility and awareness of the organization by clearly articulating and promoting its mission and vision, while enlisting and equipping key stakeholders (e.g., board members, staff, funders, donors, volunteers, partners, etc.) to do the same.
- **Organization Culture:** Cultivate a collaborative work environment that promotes open and transparent communication, board, staff, and key stakeholder engagement, and attracts, retains, and develops top performing staff.

Responsibilities

The successful President and Chief Executive Officer will:

- Serves as primary liaison to the Board of Directors and supports board committees to include meeting agenda development, assigning staff to support committee work and reporting practices. Works in partnership with the Board to develop policies and procedures, and strategic direction to include periodic review of the mission and vision of the organization. Engages the board in planning short and long-term goals.
- Lead the staff and manage the operations of the organization aligned with strategic priorities. Promotes a culture that reflects El Centro's values, encourages outstanding performance and recognition of production and achievements. Support the professional development of staff. Ensure the quality and effectiveness of programs and services to achieve desired outcomes and impacts.
- Exercise responsible financial stewardship by making sound financial decisions within parameters established by the board (budget and financial policies and procedures). Works with the executive administrative team and Finance Director to plan and review the organization budget. Ensures the board of directors receives accurate financial information in a timely manner.
- Lead and manage fundraising. Ensures El Centro has diversified funding. Builds relationships with key individual and institutional donors (foundations and corporations) and ensures board involvement in fundraising. Provides direction to and works collaboratively with the resource development team. Ensures activities are aligned with strategic plan.
- Play active role in board recruitment, developing board leadership and succession for key roles. Actively participate in board nominating committee process.
- Develop future leadership and bench strength for key leadership and staff roles. Hire staff that has the potential for an increased leadership role. Provide opportunities for all staff to develop their skills.
- Work effectively with a variety of constituents and stakeholders to include senior leadership professionals, staff members, external partners, directors, donors, and vendors.
- Build external relationships and serve as an advocate and public face and primary spokesperson of El Centro.
- Ensure quality and effectiveness of programs, services, and operations. Monitor programs, services, and operations through established or new reporting mechanisms. Periodically evaluate and assess.

QUALIFICATIONS

Education

Master's degree in business administration, public administration, operations management, nonprofit management, or other key area of business management is preferred or equivalent work experience in related field.

Knowledge and Experience

Seven to ten years of successful senior leadership experience within a business or nonprofit organization; thorough understanding of operations, programs, finance, and human resources; direct and indirect profit and loss management. Attitudes, knowledge, and skills to deliver culturally competent services. Bilingual English/Spanish Preferred.

Leadership Skills and Competencies

- **Drives Mission and Strategy:** Creates a compelling vision for the future and the implementation of strategies necessary for success.
- **Vision:** Anticipates large-scale and local changes that will affect the organization and its environment; able to project the organization into the future and envision multiple potential scenarios/outcomes; able to design compelling strategies and plans based on future possibilities.
- **Communicates effectively:** Develops and presents information and ideas to meet the needs of different audiences. Drives consistent messaging across all communication channels to elevate understanding of the organizations mission, vision, and impact.
- **Drives Organizational Results:** Shows passion, commitment, and ability to focus on and execute results across the organization.
- **Coaches and develops teams:** The ability to assign responsibilities and authority to the right employees, taking their interests, ambitions, development, and skills into account.
- **Business and financial acumen:** Uses economic, financial, market, and industry data to understand and improve results, drive impact and accountability.
- **Social Consciousness:** Is committed to social responsibility and stresses responsibilities to the public and exhibits ethical behavior; will have a record of being highly visible within his/her community and is able to represent the organization locally and regionally.
- **Impeccable reputation:** Has integrity, credibility, the capacity to build trusting relationships and a management style that seeks to share information and welcomes input into the decision-making process; is a respected leader who possesses the relevant interpersonal, communication and listening skills to advance the organization's culture.



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- **Political Acumen:** Orchestrates, optimizes, and constructively balances the interests of several different constituencies or stakeholders.

Compensation:

Commensurate with education and experience, range \$105,000-135,000

Send cover letter and resumes by COB April 14, 2023 to:

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