



HISPANIC CENTER

of western michigan

Executive Director Job Description

Position Description

Reporting to the Board of Directors, the Executive Director (ED) will have overall strategic and operational responsibility for the Hispanic Center's staff, programs, expansion, and execution of its mission. She or he will initially develop deep knowledge of field, core programs, operations, and business plans.

Organization

Founded in 1978, The Hispanic Center of Western Michigan mission is

“TO UNITE HISPANICS WITH RESOURCES THAT ENABLES THEM TO BECOME SELF SUFFICIENT AND EMPOWERED TO STRENGTHEN WEST MICHIGAN”

We do this through Education, Economic Development and Outreach.

For more information, please visit www.hispanic-center.org

Position

The Executive Director will play a critical role in partnering with the Board of Directors in strategic decision making and operations as the Hispanic Center continues to enhance its quality programming and build capacity. The ED will also provide vision for future growth and expansion into additional programs and services. This is a tremendous opportunity for a thought leader to maximize and strengthen the internal capacity of a well-respected, high-impact organization.

Responsibilities (Other duties may be assigned)

Leadership & Management:

- Ensure ongoing local programmatic excellence, rigorous program evaluation, and consistent quality of finance and administration, fundraising, communications, and systems; recommend timelines and resources needed to achieve the strategic goals.
- Actively engage and energize Hispanic Center's volunteers, board members, event committees, alumni, partnering organizations, and funders.
- In Collaboration with Board Chair develop, maintain, and support a strong Board of Directors; serve as ex-officio of each committee; seek and build board involvement with strategic direction for ongoing local operations.
- Lead, coach, develop, and retain Hispanic Center's high-performance senior management team
- Ensure effective systems to track scaling progress, and regularly evaluate program components, so as to measure successes that can be effectively communicated to the board, funders, and other constituents.
- Budget Management and overall financial oversight of center's finances

Fundraising & Communications:

- Expand local revenue generating and fundraising activities to support existing program operations and potential expansion while simultaneously building cash reserve.

- Deepen and refine all aspects of communications—from web presence to external relations with the goal of creating a stronger brand.
- Use external presence and relationships to garner new opportunities.

Planning & New Business:

- Assess and Develop potential regional expansion opportunities.
- Begin to build partnerships in new markets, establishing relationships with the funders, and political and community leaders at each potential expansion site.
- Be an external local and national presence that publishes and communicates program results with an emphasis on the successes of the local program as a model for regional and national replication.

Qualifications

The ED will be thoroughly committed to The Hispanic Center's mission. All candidates should have proven leadership, coaching, and relationship management experience.

Specific requirements include:

- Advanced degree, ideally an MBA, with at least 10 years of senior management experience; track record of effectively leading and regionally and/or nationally scaling a performance- and outcomes-based organization and staff; ability to point to specific examples of having developed and operationalized strategies that have taken an organization to the next stage of growth
- Unwavering commitment to quality programs and data-driven program evaluation
- 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
- Past success working with a Board of Directors with the ability to cultivate existing board member relationships
- Strong marketing, public relations, and fundraising experience with the ability to engage a wide range of stakeholders and cultures
- Strong written and oral communication skills; a persuasive and passionate communicator with excellent interpersonal and multidisciplinary project skills. Proficient in English and Spanish.
- Proven fundraising track record
- Action-oriented, entrepreneurial, adaptable, and innovative approach to business planning
- Ability to work effectively in collaboration with diverse groups of people
- Passion, idealism, integrity, positive attitude, mission-driven, and self-directed

To Apply:

Please send resume, cover letter, and salary requirements to: careers@hispanic-center.org