



Centro Latino

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JOB DESCRIPTION

JOB TITLE: Executive Director, Centro Latino of Iowa
REPORTS TO: Board of Directors, Centro Latino of Iowa
FLSA: Exempt, Salary **JOB DESCRIPTION #:** CLI01
FTE STATUS: Full-time **DATE UPDATED:** 3/14/23

Job Summary

Centro Latino is looking for an Executive Director who is a self-starter with extraordinary interpersonal skills who can prioritize and complete projects. The successful candidate will be optimistic and versatile in a position that requires frequent change and flexibility. If you are practical, results-oriented, enjoy frequent interaction with others, and want an opportunity to grow than this might be what you are looking for.

Centro’s mission is to educate and empower Hispanic/Latino individuals and families towards a self-sufficient, safe, and healthy life. Centro offers a wide variety of programs including family support services, adult education, immigration legal services and civic engagement and leadership.

Essential Job Duties & Responsibilities

Lead fund development efforts (donor identification, donor cultivation, event oversight, etc.) to maintain current programming as well as diversify funding sources.

Provide strategic direction for all programmatic activities including fundraisers, community programs, and related special events.

Responsible for efficient and effective day-to-day operations of Centro including, but not limited to staff management, fund development, and recruitment and training of volunteers.

Develop an operational plan which incorporates goals and objectives that work towards the strategic vision of the organization.

Maintain fiscal integrity of Centro to include submission to the Board of proposed annual budget and monthly financial statements.

Oversee the budget including planning, preparing, monitoring and administering; recommend opportunities to grow and develop new revenue streams for the organization.

Develop marketing and public relations programs to gain prospective donors.

Monitor program activities and project expenditures.

Establish the Fund development plan and relationships with key funders in the community.

Lead, coach, evaluate performance, and provide ongoing training opportunities for the staff of the Centro Latino of Iowa.

Maintain effective working relationships with the public and serve as a liaison to participating community institutions, organizations, and agencies.

Communicate effectively with the Board and provide all information necessary for the Board to function properly and to make informed decisions.

Enhance Centro's image by being active and visible in the community and by working closely with other professional, civic and private organizations.

Perform other duties as assigned by the Board.

Knowledge, Skills & Abilities

Bachelor's Degree in non-profit management, social/public services, Latino studies or related discipline preferred.

Five years of experience in a nonprofit leadership role preferred.

An equivalent combination of education and experience sufficient to successfully perform the essential job duties and responsibilities.

Fluency in English and Spanish communication (verbal and written) required.

Resident of the Pottawattamie County preferred or willing to relocate.

Strong organizational abilities including planning, delegating, program development and fundraising required.

Knowledge and experience with administrative aspects including hiring, firing, evaluating and supervising staff and volunteers required.

Demonstrated knowledge of fundraising strategies and donor relations unique to nonprofit sector required.

Skills to collaborate with and motivate Board Members and other volunteers required.

Ability to interface and engage diverse volunteer and donor groups required.

Strong written and oral communication skills required.

Strong public speaking ability required.

Ability to organize, prioritize and handle multiple projects simultaneously required.

Must be a self-starter who can initiate projects and move them forward required.

Special Characteristics:

This position will require traveling up to 10% of time and additional hours worked beyond 8-5pm and/or over 40 hours a week to meet client and community needs.

Supervisory & Budgetary Responsibilities

This position will lead up to 4 staff members and has overall budgeting responsibility for an annual budget of \$500,000.

Physical Requirements

- 60% Walking, Standing
- 35% Sitting, resting
- 15% Lifting no more than 25 pounds, reaching

Statement of Understanding

I have read the above job description and understand what is expected of the Executive Director position.

Printed Name

Date

Signature