

Lideramos, the National Latino Leadership Alliance

Position Description Executive Director

Lideramos Mission:

The Lideramos mission is to enhance and develop Latino Leadership programs to strengthen a nation of diverse leaders who are culturally aware, civically engaged and community-serving, providing effective leadership for a multicultural society.

Current Programmatic Initiatives:

- a. Lideramos has held the National Latino Leadership Symposium for the past 3 years and is poised to hold the 4th in 2021.
- b. The Lideramos Leadership Webinar series provides quarterly training to our partners.
- c. The “New Programs Initiative” assists communities initiate new Latino Leadership programs and the “Train the Trainer” program assists new and existing program staff enhance their programs.
- d. Additional Initiatives:
 - a. The National Latino Leadership Directory identifies leadership programs as well as gaps where programs are needed in the US.
 - b. The Latino Leadership Programs Curriculum is a valuable resource both to launch new programs and enhance existing ones.
 - c. The Lideramos website, social media and You Tube channel contain resources to assist our partners.

Role Summary:

Lideramos is seeking a passionate and committed person who is knowledgeable about leadership development and is dedicated to helping build a nation of Latino leaders. Reporting to the Board of Directors, the Executive Director joins the organization at a critical juncture in its 5-year growth and development. Led by the Board, volunteers and paid consultants, the organization is now poised to hire its first Executive Director. The Executive Director will be expected to provide the stewardship needed and help guide the transition to the next level of growth and capacity. The Executive Director will oversee the overall strategy and design of all program areas, which includes program development, delivery, and evaluation, budget development and management, expansion of its national network and strategic fundraising initiatives.

Role Overview:

General Management

- Responsible for planning, supervising, and managing day-to-day Lideramos operations and programs;
- Develop and coordinate trainings to increase community advocacy and impact of leadership programs;
- Research, prepare, and submit grant requests and meet all grant requirements;
- Design, adapt, plan, and organize trainings for Latino Leadership Programs (LLPs) including a yearly Symposium and “Train the Trainer” program; and
- Keep organization’s website, social media and YouTube channel current in order to promote Lideramos brand.

Fundraising and Resource development

- Secure funding to implement organizational growth and capacity building plan;
- Oversee strategic fundraising initiatives;
- Develop revenue enhancement strategies; and
- Create partnerships and alliances with the philanthropic community, private, corporate and individual donors.

Organizational Growth and Capacity Building

- Secure organization's physical location;
- Setup an accounting and record keeping system;
- Develop proposed staffing plan;
- Develop a one-year operational budget; and
- Establish timelines and resources needed to achieve program goals.

Qualifications:

- Minimum of a BA degree; Master's degree preferred.
- Five (5) years of professional experience including some combination of:
 - Curriculum development and training
 - Network and organizational capacity building
 - Fundraising and Resource Development
 - Serving as Executive Director, President and/or CEO of a nonprofit
 - Reporting to or working closely with a board of directors
- Cultural competency: 3+ years working with the Latino community as key stakeholders;
- Understanding of local context and Latino leadership development and training;
- Evidence of entrepreneurial approaches within organizations or other startups;
- A proven track record of fundraising;
- Ability to manage multiple activities at once in a rapidly changing/growing startup;
- A self-starter who can work virtually, in person, and in teams as needed;
- Excellent verbal, written, and interpersonal communication skills;
- Proficient in Microsoft office tools;
- Personal qualities of integrity, reliability, and passion for advancing the Latino community; and
- Bilingual skills (Spanish) preferred.

Travel:

This position requires some travel, estimated at 30%.

Lideramos will offer the selected candidate a competitive salary commensurate with experience among other benefits, including annual leave, the observance of federal holidays, and health insurance. Minimum salary is \$75,000.

Lideramos is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex,

religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.

To Apply:

To respond to this opportunity, please submit your resume and cover letter to:

Lideramosboardchair@gmail.com

Visit our website at <http://www.lideramos.org/>