



# EL CENTRO LATINO

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110 WEST MAIN STREET, SUITE 2F CARRBORO, NC 27510 (919) 932-HOLA

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**Job Title:** Executive Director

**Purpose:** Holds overall responsibility for planning, resource development, financial management, and the quality of programs and services. Directs the day-to-day operations of El Centro Latino and supervises its staff. Liaises regularly with the Board of Directors.

**Primary Responsibilities:**

**Strategic planning**

- Coordinate strategic planning retreat for the BOD (every three years)
- Draft resulting strategic plan for review by the BOD
- Oversee implementation of the strategic plan
- Lead annual strategic plan review meeting

**Financial Management**

- Maintain all expenditure records and cash receipts, and deliver to bookkeeper
- Pay bills in a timely manner
- Oversee purchasing of non-capital items, in keeping with the budget
- Oversee staff payroll and benefits
- Oversee filing of annual tax returns and report to the BOD
- Serve as staff liaison to the BOD Finance Committee
- Present cash flow reports at monthly BOD meetings
- Develop annual budgets and present to the BOD two months before the start of the fiscal year

**Supervision**

- Create staff work plans
- Conduct annual staff performance appraisals; provide staff with ongoing feedback concerning their performance throughout the year
- Recommend hiring and dismissal of staff, as needed, to BOD
- Approve and file staff timesheets
- Approve staff leave requests
- Create and implement staff development plans
- Update position descriptions as necessary
- Maintain personnel files

**Resource Development**

- Develop annual fundraising plan
- Research donors and maintain donor database
- Contact existing and potential donors; develop and maintain relationships with these; solicit/apply for financial and in-kind support
- Serve as liaison to BOD fundraising committee
- Develop and present proposed membership plan to BOD
- Actively engage the BOD in fundraising efforts
- Report on expenditures and achievements to donors in a timely manner

### **Programs and Services**

- Coordinate and facilitate the agency afterschool and summer camp programs which serve low-income Latino and African American children ages 5-11.
- Design and implement program evaluation procedures and tools
- Conduct annual assessment to evaluate community needs and the impact and relevance of existing ECL programs.
- Conceive new programs, on the basis of the annual assessment, and seek resources to implement these.

### **Outreach**

- Engage elected officials and government agencies in dialogues about community issues and ECL programs and services
- Cultivate relationships with other Latino services organizations in the area; coordinate and seek synergies where opportunities for doing so exist

### **BOD Support**

- Participate in monthly BOD meetings; prepare and present monthly briefing on ECL activities and finances
- Prepare BOD meeting agenda packets
- Coordinate annual BOD retreat
- Copy and distribute BOD communications as requested.

### **Qualifications:**

Any combination of education and/or experience equivalent to a Master's degree in social work, social sciences or comparable degree, and/or at least five years of directly related experience in management, fundraising, and working with a Board of Directors. Demonstrated writing ability in English and Spanish and organizational ability is required. Proficiency with computers is required, including Excel and MS Word. Bilingual (Spanish and English), bicultural and/or culturally competent to work with the Latino community is required. Strong familiarity with Orange County and the Orange County Latino community is preferred. Valid NC driver's license required.

**Salary: \$39,000-\$42,000, plus benefits**

**Position open until filled**

**Please send a cover letter and resume to [eclcarrboro@gmail.com](mailto:eclcarrboro@gmail.com). Please no phone calls.**