



Casa Hispana, Inc. Executive Director Job Description

Job title: Executive Director

Reports to: Casa Hispana Board of Directors

Location: Casa Hispana Office at LEAVEN (1475 Opportunity Way, Menasha)

Job type: Exempt, salary

Start date: February 1, 2024

Organization Mission & Vision:

Casa Hispana is a non-profit organization with a mission to advocate for and empower our Hispanic/Latinx community through advancing awareness, education, and celebration of our diverse cultures to ensure current and future generations thrive in the Fox Valley. Casa Hispana's vision is to elevate and engage the Hispanic/Latinx community with resources and opportunities to advance well-being, economic development, and cultural connections.

www.casahispanawi.org

Position Summary:

The Executive Director is responsible for coordinating the organization's core programs, operations, and strategic foresight. The Executive Director is tasked with creating a positive environment in Casa Hispana and engaging with people from diverse cultures. They will provide leadership and stability to the organization and be attentive to the needs, opportunities, and challenges of the Hispanic/Latinx population in Northeast Wisconsin. The Executive Director will coordinate with the LEAVEN/Casa Hispana Bilingual Resource Coordinator and supervise committee chairs, and a growing number of community volunteers. The Executive Director develops organizational strategy, sound practices, and supportive relationships, both internally and externally, resulting in cooperative and effective collaborations that further the mission of Casa Hispana. This summary, the following initiatives, and the position expectations represent the significant functions of the position but are not intended to be comprehensive.

- Partnership with LEAVEN and other agencies for basic needs support
- Hispanic Interagency Meetings (1st Thursday of the month, 9-11 a.m.)
- Casa Hispana Scholarship & Spring Event
- Latino Fest
- Collaborations with Multicultural Coalition, Inc. on public health education

Position Expectations:

Operational Management and Strategic Planning

- Attracting, developing, and retaining staff and volunteers. Maintaining appropriate staffing structure; overseeing recruiting, training, development, and staff evaluation
- Developing and fostering open dialogue with the Board of Directors and the community
- Work in partnership with LEAVEN to deliver Casa Hispana services at the shared facility and create a welcoming environment for Hispanic/Latinx community members
- Planning direction and leadership; developing and implementing a growth plan for programming and development strategies
- Ensuring the successful implementation of quality programming
- Tracking progress toward organizational goals
- Cultivating relationships with partners, donors, volunteers, and other stakeholders
- Acting as ambassador to represent Casa Hispana's mission and programs

Organizational Administration

- Ensuring the organization complies with all laws and guidelines governing nonprofit organizations. Developing and implementing necessary policies and procedures
- Identifying and planning for infrastructure growth to parallel the development of the program
- Establishing efficient business systems and strategies and ensuring appropriate implementation
- Maintaining ethical standards and accountability, managing risk, performing due diligence, and implementing best practices
- Executing all financial, operational, and programmatic reports to the Board of Directors

Fund development and Community Relations

- Developing diverse funding streams and long-term plans to support the organization's mission and goals
- Overseeing fundraising efforts, including sponsorship, donor cultivation, solicitation and stewardship, grants, special events, etc.
- Actively participating in donor cultivation and solicitation
- Developing collaborative projects/partnerships with other community providers
- Developing relationships with the local media and serving as Casa Hispana's primary contact to market programs and build additional community support

Finance

- Ensuring optimal financial performance of the organization
- Maintaining processes for proper record keeping and internal financial controls
- Assisting the Board of Directors with developing and managing the annual budget
- Reviewing and reporting all financial activities to the board regularly
- Reviewing analysis of financial activities (income and expense) to discern trends, identify areas of improvement, address problems, and develop forecasts

Qualifications:

The ideal candidate will be comfortable engaging in both strategic activities and taking a hands-on role regarding program execution and administrative issues.

Required

- Bachelor's degree
- Minimum of three to five years of demonstrated experience with organizational management
- Demonstrated ability to build and lead teams
- Passion for the Casa Hispana mission and the ability to comprehend and effectively communicate to the community and stakeholders the importance of our goals
- Outstanding communication skills in multiple environments and with a range of audiences (internal and external)
- Demonstrated experience setting and managing budgets and financial forecasting
- Ability to multitask, prioritize, and make efficient decisions
- Flexibility and adaptability

Preferred

- Spanish language proficiency - comprehension, speaking, reading, writing
- Advanced degree in relevant field
- Strategic planning experience
- Nonprofit management or service experience
- Fundraising experience
- Experience working with a Board of Directors
- Connections to the local community

Compensation: Salary starting at \$50,000 plus benefits, commensurate with qualifications and/or experience

How to Apply: Interested applicants must send all of the following items via email to CasaHispanaDirectorSearch@gmail.com by 11:59 p.m. on Friday, December 22, 2023.

1. A letter of intent or cover letter
2. A resume
3. Names, phone numbers, and email addresses of three references