

Executive Director jobs in Des Moines, IA

Latina Leadership Initiative of Greater Des Moines jobs in Des Moines, IA

Part-time

Position Summary: Reporting to the Board of Directors, the Executive Director (ED) will have overall strategic and operational responsibility for Latina Leadership Initiative (LLI) programs and execution of its mission. The essential functions of the job are described below:

Program Management:

- Provide oversight and implementation of curriculum as developed by the Curriculum Committee and approved by the board.
- Monitor trends within local and national leadership circles and introduce relevant concepts to the participants.
- Serve as a liaison to Latina Leadership Initiative Alumni (LLIA) and help facilitate LLIA engagement.
- Ensure each participant is matched with a qualified member of the community to support and provide additional professional development and mentoring.

Fundraising and Communication:

- Expand donations from Latino/a owned businesses and greater Des Moines corporate businesses.
- Determine and establish a sustainable revenue stream with an appropriate ratio of donors, grants and sponsorships.
- Deepen and refine all aspects of communications including but not limited to web presence, social media and external relations with the goal of creating a stronger presence.
- Use external presence and relationships to maintain relationships with current donors and garner new funding and in-kind donations.
- Collaborate with grant writer on pending grant applications and evaluations.
- Establish and maintain donor database that will allow the organization to efficiently and proactively manage donor communications.

Community Outreach and Awareness:

- Participate in community conversations and attend events that align with the mission of LLI.
- Develop and execute effective community outreach.
- Promote and engage in cross-collaboration opportunities with other organizations.

General Administration:

- Plan, coordinate and oversee the daily operation and services of the organization independently and through the organization's board, committees and partners.
- Prepare and present ED reports to board chair and board members.
- Work with accountant and treasurer to prepare and present monthly financial statements to the board.
- Work with Financial Sustainability Committee on the budget projections and fundraising.
- Report to the board on all essential functions and implementation of board tasks.
- Perform other duties as needed and requested by the board.

Qualifications:

- Bilingual with significant experience working with individuals of Latino origin; Prefer high level fluency in Spanish and English.
- Managerial experience (1 or more years required; 3 or more years preferred). Non-profit experience.
- Deep understanding of issues facing young Latina women.
- Demonstrated experience in fundraising.
- Excellent written and oral communication skills.
- Ability to deal professionally and effectively with board of directors, committees, alumni, participants, donors, and community.
- Ability to work well under pressure and demanding environments.
- Strong organizational skills and attention to detail.
- Must be resourceful and pro-active with the ability to work effectively with minimal direction.

Preferred Knowledge, Skills and Abilities:

- A Bachelor's degree.

To Apply

Please send a letter of interest, resume, and references to addressed to the board of directors to the following email address: mlmayorga89@gmail.com.

Equal Opportunity Employer

Latina Leadership Initiative is an Equal Opportunities Employer. It is the policy of Latina Leadership Initiative to prohibit discrimination and harassment of any type and to afford equal employment opportunities to employees and applicants, without regard to race, color, ethnicity, ancestry, religion, age, sex, gender, sexual orientation, gender identity/expression, pregnancy, medical condition or genetic information, veteran status, national origin, disability, marital or other protected status.

Job Type: Part-time

Salary: \$18.00 to \$22.00 /hour

Required education:

- Bachelor's

Required language:

- Spanish