

## POSITION AVAILABLE: EXECUTIVE DIRECTOR

**LA LUZ CENTER** is a non-profit organization dedicated to helping immigrants succeed in Sonoma Valley since 1990. La Luz serves a predominantly Latino immigrant population residing in the Valley who wish to build their education, income, language skills and/or knowledge of local customs and resources. La Luz provides education, employment-related guidance and referrals, social and family counseling, and other support services designed to assist our clients in overcoming barriers to becoming more fully integrated into our community.

**OVERVIEW:** The Executive Director works in partnership with the Board to ensure that the mission, vision and values of La Luz are fulfilled. S/he is responsible for the management and operations of all programs, services, facilities, fiduciary functions, and for implementing policy decisions of the Board. S/he represents and advocates for La Luz to all stakeholders, including other organizations, the general public and the media. The Executive Director anticipates the center's needs with vision and imagination, helps guide long-range strategic and operational planning and is responsible and accountable for the implementation of such plans. S/he has a working knowledge of established non-profit practices and in-depth bicultural experience. The Executive Director demonstrates strong leadership qualities and possesses a flexible and collegial nature. The Executive Director reports to the Board of Directors.

### **RESPONSIBILITIES**

**Educational Program:** Provides important leadership and creativity in developing a more comprehensive education program in fulfillment of our Strategic Plan. Areas to be developed include increased family forums, ESL and computer classes.

**Financial Management:** Demonstrates a high level of business and financial acumen. Works with the Treasurer and accountant to ensure the continued financial health of the center. Works with appropriate board and committee members to build annual and project budgets; maintains internal controls; oversees financial discipline; produces

timely financial reports to the Board; and supervises tax reporting and audits.

**Development:** Responsible for success of the Development Committee in establishing clear objectives for contributed income, implementation of strategies, and successfully achieving financial goals. Identifies, cultivates, and solicits private sources for charitable gifts; steers development of private, corporate and public grants. Oversees process for grant applications, ensuring compliance with grant obligations, donor restrictions, and external reporting requirements. Responsible for donor relations and activities and provides administrative support for benefit events.

**Marketing/PR/Community:** Promotes inter-organizational partnerships wherever collaboration can enhance La Luz's services. Oversees advertising, public relations and a newsletter to increase attendance and visibility throughout the Sonoma Valley. Represents La Luz at professional and public meetings.

**Personnel:** Develops a staffing structure that supports the efficient delivery of programs and services. Hires and manages the staff (currently eight) and provides professional development guidance. Conducts regular staff performance reviews. Oversees and supports the volunteer program.

**Facilities:** Oversees maintenance and security of La Luz's physical assets and property. Works with the Ad Hoc Committee to ascertain future facilities needs.

**Other:** Attends Board, Executive and other meetings as needed. Attends donor-related and fundraising events and ensures staff presence at other off-hours programs. Job description not limited to above; additional responsibilities as indicated by Board of Directions.

**EXPERIENCE:** Minimum three years in a leadership/administration role in a non-profit social services organization, where responsibilities include those described above. **Applicant must be bilingual and**

**biliterate in Spanish and English.** Applicant must possess strong writing skills.

**COMPENSATION:** Annual salary \$65,000 negotiable, depending on experience, with substantial opportunity for growth.

**TO APPLY:** Email resume and cover letter in pdf format to: [Rosie Mottsmith, rsm.laluz@gmail.com](mailto:Rosie.Mottsmith,rsm.laluz@gmail.com) subject line: "Search Committee". Include a short (two page limit) response to the following questions. Applicants that do not submit answers to these questions will not be considered.

1. Describe a success or challenge that demonstrates your ability to manage programs, budgets, and staff.
2. Describe your leadership style.
3. Describe your most successful fundraising efforts and the most challenging ones.
4. Describe your experiences in collaborating with other agencies, community members and groups, to plan and implement a project, program, or policy.
5. Describe the appropriate relationship between the Executive Director and the Board of Directors

No telephone calls, please. Application deadline: July 16, 2010. First round of interviews for selected candidates will take place July 19-23, 2010. Position to begin early August, 2010. Housing will be provided for the finalists during the interview process.