



Mano a Mano
Family Resource Center

JOB TITLE: Executive Director

REPORTS TO: Board of Directors

FLSA STATUS: Exempt

SALARY: Mano a Mano offers a competitive salary commensurate with qualifications and experience and a good benefits package.

Founded in 2000, Mano a Mano is an immigrant-based, community development organization whose mission is to empower immigrants and their families living in Lake County, Illinois to become full participants in American life. Our vision is an integrated Lake County where everyone has access to opportunity and paths to success. Located in Round Lake Park and with community-sites throughout the County, Mano a Mano serves approximately 4,500 immigrants annually from across Lake County and surrounding areas and has an annual operating budget of around \$1.4 million.

POSITION SUMMARY:

Reporting to the Board of Directors, the Executive Director is the key management leader of Mano a Mano Family Resource Center. The Executive Director is responsible for overseeing all aspects of the organization's finances, programming, community engagement, talent development, fundraising, and implementation of its strategic vision. The executive director is a self-directed, mission-driven, and innovative executive who inspires the confidence and commitment of staff, board, and community members alike. In collaboration with a talented and dynamic leadership team, the executive director ensures the strategic advancement of the organization and the continued strengthening of the organization's reputation and position in the community.

RESPONSIBILITIES:

Organizational Development & Strategy:

- Ensures the implementation of the mission through planning, programming, evaluation, and community engagement in close collaboration with Board of Directors and the Leadership Team;
- Motivates, coaches, manages, and develops organizational leadership team members to attract and retain top talent within the organization;
- Identifies, develops, and cultivates strategic community partnerships and relations that advance the organization mission and vision and the overall well-being of the community; and
- Ensure that all aspects of the organization's operations are consistent with the sector's best practices.

Board of Directors:

- Develop, maintain, and support a strong board of directors;
- Recruit and train new board members in collaboration with board leadership;

- Build relationships with and communicate effectively with the Board empowering them successfully serve in their governance and leadership role in the organization;
- Serve as the principal staff liaison to the board of directors and as an ad-hoc member for all board committees; and
- Seek and build board involvement in strategic governance of organization.

Fund Development:

- Oversees resource development and diversification sufficient to ensure the financial health of the organization;
- Collaborate closely with Director of Strategy and Development to design and implement all fundraising plans and activities;
- Manage and cultivate relationships with major donors, grantors, and corporate sponsors; and
- Use external presence and relationships to garner new fundraising opportunities.

Fiscal Management and Oversight:

- Ensure fiscal integrity of the organization through adequate financial oversight of staff and contractors, performance-based budgeting, regular financial analysis, and proactive financial planning;
- Monitor regular cash flow, expenditures, and receivables to ensure budget and funding source requirements are met;
- Oversee and monitor compliance with programmatic and legal requirements of accounting standards and grant guidelines; and
- Responsible for fiscal management that anticipates operating within the approved budget, ensures maximum resource utilization, and maintenance of the organization in a positive financial position.

Community Engagement:

- Deepen and refine all aspects of communications—from web presence to external relations with the goal of creating a stronger brand;
- Coordinate with staff to plan and manage the Center’s promotion and public relations activities;
- Serves in external leadership roles that ensure community representation and organizational influence in important decision-making processes; and
- Expand organization’s profile in local media, including radio, television, and print media.

Public Policy

- Leads the design and implementation of the organization’s policy advocacy agenda and related activities;
- Manages and communicates the impact of immigration and relevant public policies at local, state, and federal levels to organizational stakeholders;
- Engages comfortably and regularly with elected officials, government officials, and other community stakeholders on policy issues and their impact on the community;
- Understands and manages legal guidelines on non-profit advocacy and lobbying.



Mano a Mano
Family Resource Center

PROFESSIONAL PROFILE:

The Executive Director will be thoroughly committed to Mano a Mano's mission. He/She should have proven leadership, coaching, and management experience as well as collaboration and relationship building skills to successfully lead the organization.

Required Credentials & Skills:

- Bachelor's degree in a relevant field, including but not limited to Social Work, Political Science, Sociology, Public Health, or Communications;
- Five years of relevant work experience with a minimum of three years of leadership and management experience; Work experience may be combined with advanced degrees;
- Excellent written and verbal communication skills with demonstrated experience in conveying multi-disciplinary and technical concepts, as well as persuasive and motivational messages;
- Strong marketing, public relations, and fundraising experience with the ability to engage a wide range of stakeholders;
- Previous experience working in/with immigrant communities and/or deep connection to the immigrant experience in the US;
- Ability to interface and engage diverse individuals, understand their motivations, and lead them by example;
- Fully Bilingual in English and Spanish (written and verbal); and
- Excellent management of common office software and mainstream social media applications.

Preferred Credentials & Skills:

- Advanced Degree in business management, policy, social work, or related field;
- Excellence in organizational management with the ability to coach staff, manage and develop high-performing teams, set and achieve strategic objectives, and provide financial direction and oversight;
- Experience with grant writing and management;
- Experience with budgeting and non-profit and/or government finance;
- Experience effectively leading an outcomes-based organization and/or program;
- Experience in strategic planning; and
- Demonstrated success working with a Board of Directors with the ability to cultivate existing board member relationships.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to operate normal office

equipment and use a computer for extended periods of time. This position requires regular early morning and evening work and some weekend work and/or overnight travel.

Mano a Mano Family Resource Center is an EEO employer who provides employment opportunities either salaried or volunteered regardless of sex, race, religion, national origin, age or disability. Mano a Mano, Family Resource Center has an affirmative policy to maintain the work place free of sexual harassment and intimidation.