



Leadership Opportunity: Mano a Mano Family Resource Center is seeking an Executive Director

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.

About the Organization:

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.

The next Executive Director of Mano a Mano will bring the following skills and experience:

- Proven experience of working with immigrant communities;
- Strong inspirational leadership and team management skills;
- Excellent written and oral communications;
- Public Speaking and Relationship Building— ability to be the spokesperson for the organization with external constituents including legislators, non-profit and community leaders, business leaders, donors and trainees;
- Demonstrated ability to raise funds through grants and private donors;
- Strong capability in understanding and managing technical grant compliance requirements, financial requirements, and other contractual requirements;
- Proven strong fiscal management skills including budget development and management;
- Ability to create a positive, dynamic organization. Strong analytic and strategic planning skills. Demonstrated ability to implement strategic plans;
- Demonstrated program development, operational planning, and problem solving capability;
- Demonstrated ability to manage collaborative relations with diverse populations, community groups, funders, and other non-profits; and
- Ability to create positive Board relationships and help build dynamic, effective Board of Directors.



Education and Qualifications:

- Bachelor's Degree required, Master's Degree preferred;
- Experience for a minimum of five years leading an organization, or the department or division of a larger organization;
- Demonstrated experience managing teams, managing budgets, and coordinating across different disciplines and sectors;
- Bilingual in English and Spanish (written and verbal).

Additional Information:

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.

Salary commensurate with experience and education. Candidates should expect to be interviewed by Mano staff, volunteers, and Board members. Please submit resume, cover letter, three professional references (with phone/email/address contact information) and salary requirements by Sunday, December 9, 2018 at midnight to:

Ms. Mary Charuhas, Chair- Executive Search Committee
manoamanofrc@gmail.com

College transcripts (unofficial) may be requested for search finalists.

***** *NO PHONE CALLS, PLEASE******