

El Comité de Longmont

Executive Director

Job Announcement

El Comité's mission is to facilitate communication and understanding within the community to improve social justice, education, and economic status for the Latino and non-Latino members of the community. Our values of partnership, respect, accountability, innovation, and learning guide our work.

We seek a well-organized, dynamic, compassionate Executive Director to help us advance our mission and lead this critically important, trusted community organization.

In the first year, the Executive Director will be expected to give special attention to: tending to the organization's people and maintaining stability; building a productive, trusting relationship with stakeholders and partners; fundraising; and teaming with the board of directors in developing plans to build out El Comité's internal capacity.

Key Responsibilities

- Strategy, Leadership, and Growth: Lead vision, strategy, and increased impact in partnership with the Board of Directors.
- Ensure quality, organizational strength, and integrity to mission.
- Organizational management and operations: policy, procedure, programs, measurement and evaluation, staff recruitment and development, and communications.
- Financial well-being: Work with the board to develop annual budgets and long-range financial goals. Monitor day-to-day budgeting compliance, and prepare financial reports. Prioritize fundraising and the development of trust in donor/funder relationships. Prepare the organization for a capital campaign.
- Communications: Oversee all internal and external communications and act as principal spokesperson.
- Relationships: Maintain positive interpersonal relationships with the community, program partners, donors, staff, board members, volunteers, participants, and other stakeholders.
- Partnerships and Collaborations: Develop mutually beneficial collaborations with program allies, philanthropic organizations, local government, nonprofits, and community groups.
- Advocacy: Work for the interests of our clients and our community.
- Community Outreach: Educate the broader community and actively promote the organization and our Latina/Latino communities.
- Board of Directors: Work in partnership with the board and support successful governance.
- Complete other duties as assigned with changes that are likely to occur or that may occur as negotiated with the board.

Desired Skills and Attributes

- Five or more years of experience in nonprofit management, fundraising, and leading a small organization or equivalent experience.
- Priority will be given to individuals with professional and lived experience similar to that of our program participants, and a passion for advocating for and walking alongside them. Experience with strength-based client programs.
- Bilingual (Spanish/English) required. Bicultural and intercultural competence is strongly preferred.
- Proven leadership, management, and team-building skills.
- Lead with humility, compassion, kindness, and humor. Has a well-developed emotional intelligence and sense of personal integrity.
- Strong supervision skills and a management style that embodies respect, teamwork, and collaboration with a diversified and dedicated staff.
- Ability to effectively build organizational capacity and use best organizational development practices.
- Demonstrated commitment to social justice, diversity, equity, and inclusion.
- Strong interpersonal skills including building trusting relationships with diverse audiences.
- Is motivated, passionate, inspirational, positive, optimistic, and brings joy to the work.
- Track record for managing nonprofit finances, fundraising, and use of technology to support fundraising efforts.
- Exceptional verbal and written communication skills.
- Skilled at engaging a nonprofit Board of Directors in an authentic and productive partnership.
- Comfortable with technology; understands Microsoft Office basics and is open to learning new software as needs arise.
- Preference given to individuals with experience and connections in the local community.

Salary Range and Benefits

This position offers a base salary of \$ 75,000 - \$ 80,000 plus benefits, including medical, dental, vision, paid time off, and paid holidays.

Search Timeline

- Accepting applications until September 1, 2023.
- Candidates selected for first round interviews will be contacted by September 9, 2023.
- Candidates selected as finalists will be asked to meet with stakeholders and will receive a background check.
- The ideal candidate will start by November 1, 2023.

How to Apply

Please use this link to apply:

https://na01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fdocs.google.com%2Fforms%2Fd%2Fe%2F1FAIpQLSfpIsOiOuWuu-NRF82msgEVxvVKXrkVWJ7jiGbG7vYggrTGXw%2Fviewform%3Fusp%3Dsf_link&data=05%7C01%7C%7C33e1b67537f7457c5f4008db8bc43026%7C84df9e7fe9f640afb435aaaaaaaaaaaa%7C1%7C0%7C638257446956966599%7CUnknown%7CTWFpbGZsb3d8eyJWljiMC4wLjAwMDAiLCJQIjoiV2luMzliLCJBTil6lk1haWwiLCJXVCi6Mn0%3D%7C3000%7C%7C%7C&sdata=JvyBLPnC%2BIXEouYGcXi8cSiYVTv4ZJKixNtYlh%2FmhhU%3D&reserved=0