



## **Executive Director Job Announcement**

### **About Somos Familia**

Somos Familia fills the gap in resources for LGBTQ+ Latines/xs and their families by building community and creating our own media to open the doors of acceptance and understanding. Our mission is to build leadership in our Latine/x families and communities to create a culture where people of diverse genders and sexual orientations can thrive. We work toward this by engaging the Latine/x families in accepting, celebrating and advocating for their LGBTQ+ loved ones and shifting the cultural stigma of LGBTQ+ identities.

### **About the Role**

The Executive Director will have overall strategic and operational responsibility for Somos Familia's administration, programs, volunteers, and execution of its mission. The position reports directly to the Board of Directors.

### **Responsibilities**

#### **Leadership Development and Management (15%):**

- Work with volunteer leaders to oversee organizational committees.
- Develop leadership and engage interns, staff, consultants, and other volunteers to generate success in project management and attainment of goals.

#### **Mission & Strategic Planning (10%)**

- Ensure that the organization is maximizing its strategic impact by facilitating strategic planning processes, executing activities in line with strategic goals, and engaging organizational stakeholders in implementation, review, and update of strategic plans.
- Ensure ongoing programmatic excellence, program evaluation, and consistent quality of finance and administration, fundraising, and communications; recommend timelines and resources needed to achieve the strategic goals.

#### **Fundraising & Communications (25%):**

- Responsible for working with the Board to fundraise and develop other resources necessary to support Somos Familia's mission.
- Expand revenue generating and fundraising activities to support existing program operations in conjunction with the Fundraising Committee.
- Develop and oversee maintenance of corporate and business partnerships to cultivate monetary and in-kind donations

- Research and develop grants opportunities and participate in pitches and interviews with potential donors.
- Deepen and refine all aspects of communications—from web presence to external relations with the goal of creating a stronger brand. Oversee/manage contact lists.
- Use external presence and relationships to garner new opportunities.
- Assist with being an external local and national presence that publishes and communicates program impact of the program as a model for regional and national replication.

**Financial Performance and Viability (10%):**

- Responsible for the fiscal integrity of Somos Familia, to include submission to the Board of a proposed annual budget and quarterly financial statements, which accurately reflect the financial condition of the organization.
- Responsible for fiscal management that generally anticipates operating within the approved budget, ensures maximum resource utilization, and maintenance of the organization in a positive financial position.

**Governance (10%):**

- Develop, maintain, and support a strong Board of Directors; seek and build board involvement with strategic direction.
- Serve as a member of the Board of Directors and work with the Board President to establish agendas and oversee the work of the Board.
- Communicate effectively with the Board and provide, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions.

**Education & Community Engagement (20%):**

- Responsible for making sure that all of Somos Familia’s programs are successfully executed, in partnership with staff and volunteers.
- Actively engage Somos Familia’s volunteers, families, board members, committees, partnering organizations, and funders.

**Operations (10%):**

- Responsible effective administration of Somos Familia’s operations.
- Responsible for the hiring and retention of competent, qualified staff.
- Responsible for signing all notes, agreements, and other instruments made and entered into and on behalf of the organization.
- Responsible for establishing employment and administrative policies and procedures for all functions and for the day-to-day operation of the nonprofit.

**Other duties as assigned by the Board of Directors**

**Professional Qualifications:**

- A passion to fulfill the work of Somos Familia’s mission, vision, and values
- Demonstrated commitment to social justice and LGBTQ+ rights
- Demonstrated commitment to being a lifelong learner and ongoing personal/professional growth

- Strong written and oral communication skills in Spanish and English
- Ability to manage multiple responsibilities
- Effective at building teams, working collaboratively and individually
- Knowledge, experience and cultural competence working with different generations in the Latine/x and LGBTQ+ communities
- Transparent, and high integrity leadership
- At least one year of experience designing and implementing community education activities.
- Five or more years nonprofit management experience
- Solid, hands-on, budget management skills, including budget preparation, analysis, decision-making and reporting
- Strong organizational abilities including planning, delegating, program development and task facilitation
- Ability to convey a vision of Somos Familia's strategic future to staff, board, volunteers and donors
- Knowledge of fundraising strategies and donor relations unique to nonprofit sector
- Skills to collaborate with and motivate board members
- Experience working with volunteers and volunteer leadership development
- Demonstrated ability to oversee and collaborate with staff
- Strong public speaking ability
- Technological skills including communications, and applications required for effective functioning in nonprofit world
- Ability and willingness to travel in the Bay Area, plus distance travel as needed

### **Compensation and Benefits**

Applications will be reviewed until the position is filled. This is a full-time, exempt staff position. The salary range will be between \$70,000 - \$85,000 a year, commensurate with experience and qualifications. Benefits include health care reimbursement, dental and vision insurance, and paid vacation and sick leave.

### **To Apply**

Please send your cover letter and resume to [info@somosfamiliarbay.org](mailto:info@somosfamiliarbay.org) with Executive Director Search in the subject line by September 30, 2023 at 5pm PT.