Executive Director Position Description

Position Title: Executive Director

Reports To: Board of Directors

Type: Full-time with benefits package

Voces is seeking a dynamic, visionary leader to take the reins of our successful, highly regarded non-profit organization in Battle Creek, Michigan. Voces promotes an inclusive society by providing Latino/Hispanic families with opportunities and resources that lead to individual and community transformation. The new Executive Director will be a passionate, credible and articulate advocate for Voces' mission, someone who leads by example and inspires support from both within and outside the organization. With an entrepreneurial spirit and sound marketing instincts, the new leader will expand Voces' resource base, developing fruitful partnerships and alliances in the community.

Position Summary:

The Executive Director is a visionary and collaborative leader committed to social justice and inclusion. They are responsible to the Board of Directors to ensure that the strategic, operational and organizational objectives are accomplished. They uphold the organization's values while leading and managing Voces according to the direction set by the Board of Directors. The Executive Director is a champion for the mission of Voces and serves as an effective advocate, administrator, fundraiser and community leader.

Essential Functions:

- Supervise day-to-day operations, oversee strategic direction and program development and management, and design administrative policies and procedures as needed.
- Serve as a trusted and effective advocate for the Latino community, being its public face and voice with a dedication to excellent communication skills, both verbal and writing.
- Guided by Voces' core values, engage constituents in developing and expanding Voces' programs to build on our community's strengths and to address community needs, and monitor progress towards meeting those needs through evaluation and learning.

- Develop and maintain partnerships with diverse stakeholders and constituents through excellent interpersonal skills, including community members, funders and partner organizations locally, statewide and nationally.

- Collaborate with and support the Board of Directors, and prepare reports as needed for the Board of Directors, funders, state/federal authorities and partners.

- Supervise and support a dynamic team of staff members and volunteers in a way that promotes their professional growth and ability to effectively carry out the organization's mission; oversee human resources.

- Serve as a model for staff and volunteers by showcasing excellent organizational, recordkeeping and computer skills, including the management of a cloud storage system (G Suite) and online customer database (Salesforce CRM)

- Oversee financial management and provide leadership in fund development and financial planning by developing and managing organizational and program budgets.

- Secure funding through grant writing to diverse funders, the development of special events, the cultivation of donors, and creating innovative business opportunities.

- Adapt to changing circumstances and ambiguity with a strong ability and willingness to learn new things, work across diverse areas, and to understand and creatively solve complex problems.

Application Instructions:

All interested applicants are required to submit a letter of interest (letter should include a personal statement explaining how your experience as a collaborative leader in the field of social justice has prepared you to successfully fulfill this position), and resume detailing your skills along with three professional letters of reference.

Please send application via email to: mariaborden@vocesbc.org

For more information about Voces, please visit the website: www.vocesbc.org.

LIMITATIONS AND DISCLAIMER:

Voces is an Equal Opportunity Employer that strives to provide an inclusive work environment that embraces the diverse talents of its people. *The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position. Salary range is subject to adjustment. Employment is on an "at will" basis.*