



MANA de San Diego Executive Director

Opening Date: Monday, March 16, 2020
Closing Date: Friday, April 10, 2020 by 5:00 PM PST

The Agency

MANA de San Diego's mission is to empower Latinas through education, leadership development, community service, and advocacy. The organization provides vital programs for Latinas to learn skills and access information that is not otherwise readily available. Its vast network of professional women coupled with meaningful and relevant programs focused on education, leadership, health and wellness, finance, etc., continues to propel Latinas toward success and positively impacts their careers, families, and communities.

Summary of Position

The Executive Director (ED) serves as Chief Executive of MANA de San Diego and, in partnership with the Board, is responsible for the achievement of the organization's mission, strategic initiatives and financial objectives. The ED has the authority and obligation to carry out these oversight and management responsibilities in accordance with MANA's by-laws and policies established by the Board. The ED keeps the Board informed of all issues that may impact its decision-making as well as provides guidance to ensure the Board effectively carries out its governance functions.

The ED is the face of MANA to the community, promoting its mission, vision and values to all its constituents: members, program participants, donors, sponsors, media and other community partners.

Responsibilities

Leadership & Management

- Develop, oversee and monitor MANA's strategic annual plan in conjunction with the Board
- Oversee and provide on-going guidance to the work of MANA committees ensuring that each MANA-initiated effort has mechanisms in place for quality programming, fiscal accountability, administrative and communications support, and systems for assessing measurable outcomes
- Manage, monitor, and oversee the delivery of all MANA programs and events
- Identify external resources (such as consultants, inter-agency partners, etc.) to bolster agency and programmatic effectiveness

- Assist MANA committees and ultimately, the Board, in assessing and determining program priorities through the use of strategic criteria
- Actively engage and energize MANA members, volunteers, board members, event committees, alumni, partnering organizations, and contributors
- Develop, maintain, and support a strong Board of Directors and committee leadership

Fundraising & Communications

- Increase revenue generating and fundraising activities to support and expand programs
- Deepen and refine all aspects of communications, from web presence to external relations, with the goal of creating a stronger brand
- Use external presence and relationships to garner new opportunities and to increase the visibility of MANA in the greater community
- Build relationships with contributors, public relation partners, business and community leaders in the greater San Diego community
- Identify opportunities for MANA to leverage cross-program strengths to take advantage of new opportunities and to address organizational challenges
- Publicly represent MANA with the external constituency groups, including community, governmental, and private organizations and build excitement for MANA's mission
- Set a tone of inclusiveness and monitor organizational climate across-the-board

Financial Management

- In conjunction with MANA's Treasurer and President, prepare and submit an annual operational budget, manage effectively within this budget, and report accurately on progress made and challenges encountered
- Ensure the continued financial viability of MANA's operational units through sound fiscal management
- Oversee disbursements and deposits for agency operations
- In conjunction with MANA's Treasurer and bookkeeper, coordinate annual audit
- In conjunction with MANA's leadership team develop and oversee the administration of policies, procedures, rules and regulations

Administrative Management

- Recruit, lead, develop, train and evaluate the work performance of staff
- Manage the overall daily office operations and procedures
- Negotiate contracts and oversee vendor/partner relationships
- Oversee agency lease and landlord relationships
- Ensure the Board and committee chairs are supported in their work
- And other duties as required

Minimum Qualifications

This is an extraordinary opportunity for an individual with extensive program management experience to further develop and administer a proven program that has made significant impact in the San Diego community. The successful candidate will partner with the Board President and work collaboratively with staff and volunteers.

Specific minimum requirements of the position include:

- BS/BA degree in Business Management, Finance, Public Administration or a closely related field;
- At least 10 years of professional management and leadership experience;
- Excellence in organizational management with the ability to coach staff and volunteers and implement program strategies;
- Experience in program budgeting and fiscal management;
- Excellent project management skills;
- Ability to prioritize and communicate objectives and tactics to Board and volunteers necessary to achieve organizational goals;
- Commitment to quality programs and data-driven program evaluation;
- Fundraising experience with the ability to engage a wide range of stakeholders and cultures;
- Strong written communication skills;
- Ability to verbally communicate in a persuasive and passionate manner;
- Passion, humility, integrity, positive attitude, mission-driven and self-directed;
- Excel at operating in a fast pace environment;
- Excellence in working with people, open to direction and strong collaborative work style;
- Skill in delegating responsibilities effectively;
- Strong support and comfort working in a diverse environment;

Typical Working Conditions/Benefits

Standard professional office setting. Willingness to work flexible hours, including some evening, weekends and travel.

Salary: Salaried/Exempt permanent full-time position, commensurate with experience (range \$90,000-\$110,000). Competitive benefits package including Medical, Dental, Vision.

Application process: Submit Cover Letter, Resume, and three References to:
MANA de San Diego
ATTN: Lourdes Nunez-Silva
404 Euclid Ave. Ste. 308
San Diego, CA 92114 **or**
Email: manasd@manasd.org

Note: Must be willing to authorize a background investigation and final offer will be based on these results.

MANA de San Diego is an equal opportunity employer. Applicants with disabilities who require accommodations and/or to obtain this information in alternative formats, persons with disabilities may call (619) 297-0115.