



# Chicana / Latina Foundation

1419 Burlingame Avenue, Suite W-2, Burlingame, CA 94010  
phone 650.373.1083 fax 650.373.1090



## JOB ANNOUNCEMENT – Position Open Until Filled

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|---------------|---|
| ORGANIZATION: | Chicana Latina Foundation                     |
| JOB TITLE:    | Executive Director                            |
| JOB TYPE:     | Full Time – Permanent with Benefits           |
| REPORTS TO:   | Executive Committee of CLF Board of Directors |
| FLSA:         | Exempt  |
| LOCATION:     | Burlingame, CA                                |

The [Chicana Latina Foundation](#) (CLF) is a non-profit organization which promotes professional and leadership development in Latinas attending college in the Greater Bay Area. CLF is committed to inclusivity and assuring that CLF recipients represent the diversity of our community, including those who identify as Chicana, Latina, Indigena, Afro-Latina, LGBTQ, among others. The Foundation's mission is to empower CLF recipients through their personal, educational, and professional advancement. With 40 years of service, CLF has provided hundreds of scholarship awards to college-level women throughout the greater Bay Area and since 2006 over 400 of our recipients have attended our pioneering Leadership Institute.

### SUMMARY

Under the direction of the Board of Directors, and in accordance with CLF's mission, the Executive Director is responsible for overall management and operations as well as protection of its financial assets while ensuring compliance with board directives and applicable state, federal and grantor requirements.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provides organizational leadership of CLF and the empowerment and advancement of CLF recipients- through their personal, educational and professional development.
- Builds and maintains partnerships and work effectively in the community, nonprofit, government and corporate sectors.
- Administers all human resource aspects of the organization, employees, and volunteers including but not limited to recruitment, hiring and terminating, personnel documentation and records maintenance, job and employee training and development, salary structures, policy development, benefits, and the supervision of CLF administrative staff.
- Responsible for all fund development and possesses knowledge, experience and strong skills in the nonprofit and philanthropic sectors, grant writing and fundraising to support CLF programs and organization.

- Manages all levels of grants and contracts including negotiating terms of agreement that reflect the needs of CLF, coordinates with legal advisors to finalize agreement terms; monitors progress of agreements and maintains agreement documentation to ensure fulfillment of agreement terms including receipt and expenditure of funds.
- Oversees and manages all accounting functions including those necessary for auditing, budgeting, financial analysis, capital asset and property management and payroll in accordance with generally accepted nonprofit accounting principles, and CLF policies and procedures.
- Handles external contacts, agreements, MOU's, contracts, etc. that are or may be potential collaborations, funders or supporters of the work of CLF.
- Assists in the development of current and long-term organizational goals and objectives as well as appropriate policies and procedures for CLF operations. Follows board directives and establishes plans to achieve goals and implements policies, as approved by the Board of Directors.
- Works closely with staff members to ensure they are provided with appropriate supervision and support systems.
- Analyzes and evaluates vendor services, employee benefits and nonprofit management of organization and CLF fund development, to determine programs and providers that best meet the needs of CLF in efficiencies, cost-benefit and quality services.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- **LEADERSHIP:** Possesses skills, intersectional knowledge and experience in developing and strengthening programs that support the advancement of CLF recipients and is knowledgeable on social justice issues, immigration and socio-economic factors affecting the community and those in higher education.
- **COMMUNICATION:** Establishes and maintains effective internal, external and interpersonal communication systems throughout the organization. Is a strong and effective communicator, both written and verbal, bilingual/bi-literate in Spanish, with an exceptional public speaker skill set. Is well-versed in multi-racial, ethnic and languages that comprise the Chicana, Latina, and Indigena peoples the Foundation represents.
- **EFFICIENCY AND GROWTH:** Maintains best practices of the field, with timely review of procedures and methods that encourage growth and improve organizational/program efficiency and value. Ability to work independently; as well as maintain a positive working relationship with staff and experience working with Board of Directors. Has a strong attention to detail and follow-through.
- **FUNDRAISING:** Possesses knowledge, experience and strong skills in the nonprofit sector, philanthropic community, grant writing and fundraising to support CLF programs and organization. Has the ability to perform multiple tasks under tight deadlines without sacrificing quality or accuracy.
- **PROGRAM DEVELOPMENT:** Possess knowledge and ability to plan and implement the core programmatic departments of the organization ensuring that the organization's programs are successfully implemented and aligned with the organization's mission. Takes initiative to implement plans to reach organizational goals as determined by the board of directors.

## EDUCATION AND/OR EXPERIENCE

- **Strongly Preferred:** 3 or more years of administrative work experience in nonprofit or other sectors with those years being directly responsible for fundraising that maintained the sustainability of the organization or agency
- **Required:** Bachelor's Degree; **Preferred:** Master's Degree
- **Required:** Work experience in higher education, leadership development, and/or advocacy in Chicana, Latinx communities.
- **Required:** Proficient computer literate (MS Word, Excel, PowerPoint etc.)

**COMPENSATION:** Depending upon qualifications, \$90,000-\$110,000 annually plus benefits.

## TRAVEL

The executive director must be able to travel to attend conferences, training, and other events as required to develop and/or maintain proficiency in fulfilling the responsibilities of the position.

## PHYSICAL DEMANDS

The position requires extensive computer use so the employee must have sufficient hand dexterity to use a computer keyboard and be capable of reading a computer screen. Reasonable accommodations may be made to enable otherwise qualified individuals with disabilities to perform the essential functions.

## WORK ENVIRONMENT

The work environment is a small, busy office located in Burlingame, CA. The noise level in the work environment is usually low to moderate. Reasonable accommodations in the work environment may be made to enable individuals with disabilities to perform the essential functions.

## SUBMITTING YOUR APPLICATION

CLF is looking for evidence that applicants have the skills, experience and abilities indicated in the announcement. **Applicants must include the following documents:**

- 1) Cover letter
- 2) Please answer the following questions, which may be answered in one document. File name should be your name which should also be included at the top of each page. Each question requires a response of **500 or fewer words**.
  - A) Demonstrate how you meet or exceed the required/preferred EDUCATION AND EXPERIENCE outlined in this job announcement.
  - B) Outline 3 or more accomplishments that reflect the ESSENTIAL DUTIES AND RESPONSIBILITIES and the KNOWLEDGE, SKILLS, AND ABILITIES sections outlined in the job announcement.
- 3) CV/Resume
- 4) Writing samples (e.g., grant proposal, letter to prospective donor, editorial)
- 5) Contact information for at least three references, including whether they are professional and/or personal, your relationship and context and length of time they will be able to cover. Reference letters may be attached but are not required at this time.

**Position is open until filled.** Submit all documents to CLF to [edsearch@chicanalatina.org](mailto:edsearch@chicanalatina.org)

Questions regarding the position should be directed to the Co-Chairs of the Board of Directors: [edsearch@chicanalatina.org](mailto:edsearch@chicanalatina.org). Technical questions about the completing this application and/or submitting the documents should be directed to: [clfinfo@chicanalatina.org](mailto:clfinfo@chicanalatina.org).

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