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**JOB DESCRIPTION**  
**HISPANIC ALLIANCE (<https://hispanicalliancesect.org>)**

**EXECUTIVE DIRECTOR**

**Position:** Executive Director

**Reports To:** Hispanic Alliance (HA) Board of Directors

**Location:** New London, Connecticut

**Languages:** Native or Near-Native Proficiency both in Spanish and English

**Overall Objectives:** Under the direction of the Board of Directors, the Executive Director is responsible for the overall management and operation of the HA and protection of the organization's financial assets while ensuring compliance with Board directives and applicable grantor, federal, state and governmental requirements. The Executive Director recognizes and brings to the attention of the Board issues that affect the organization and implements plans to reach organizational goals as determined by the Board of Directors. The Executive Director is responsible for developing action plans and resolving problems as they occur, in consultation with the President and other members of the Board.

**About the Hispanic Alliance:** Our mission is to advance Hispanic contributions to the Southeastern Connecticut community. Founded in May 2000, the HA is a dynamic, innovative organization that brings communities together through a broad range of initiatives and events; provides higher education access and opportunity through a robust scholarship program; empowers through leadership training and economic support; advocates for health initiatives that promote equity; and engages our community through arts and cultural experiences.

**RESPONSIBILITIES:**

- Provides advice and counsel to the Board relative to the development of current and long-term organizational goals and objectives, policies and procedures and action plans for HA operations. Oversees all accounting functions including those necessary for auditing, budgeting, financial analysis, capital asset and property management, and payroll in accordance with generally accepted accounting principles, Board policies and procedures, and all other applicable laws, rules and guidelines.
- Communicates effectively and represents the HA with multiple audiences (such as, but not limited to, artistic, community and professional organizations, educational institutions, foundations, government agencies, the media, non-profits, and suppliers).
- Using a variety of formats such as written communications, verbal presentations and briefings to the public, managers, the Board of Directors and other parties, including presenting at local meetings and to outside groups.
- Researches appropriate funding opportunities; prepares grant applications and contracts, manages these, and negotiates agreement terms that reflect the needs of the HA; coordinates with legal advisors and prepares reports to finalize agreement terms; monitors progress of agreements and maintains agreement documentation to ensure fulfillment of agreement terms including receipt and expenditure of funds.
- Cultivates individual donors, organizations and businesses and organizes fundraising events; fosters and maintains relationships with partners.
- Works with the Board on a strategic development plan for long term fiduciary health of the organization and growth of the endowment.

- Provides for the appropriate control and accountability of all funds, physical assets and other property. Analyzes and evaluates vendor services, particularly for insurance, employee benefits and management of HA funds, to determine programs and providers that best meet the needs of the HA and makes recommendations to the Board, as appropriate; negotiates services, terms and premiums and executes contracts with benefit plan providers, supply and service vendors, auditors and consultants; manages payroll and benefits programs.
- Protects HA's legal interests and maintains its operations within the law; retains and works with outside counsel to obtain opinions or handle claims and litigation when necessary.
- Oversees the human resources function to ensure optimum staffing and utilization of competent staff, recommending policy changes to benefits, compensation, employment, training and other areas as appropriate.
- Performs managerial duties for top level administrative staff including interviewing/hiring applicants for employment; assigning and reviewing progress of assignments; managing performance and recommending salary increases.
- Reviews current practices and methods and initiates development of new ones as necessary to reduce costs, encourage growth and improve efficiency.
- Establishes and maintains an effective system of communications throughout the organization.
- Assist the President of the Board to recruit new Board members with the skills needed to further the goals of the organization.
- Facilitates the work of the Board and its committees by developing resource materials, providing appropriate information and reports, meets with and assists committee chairpersons as necessary.

#### **QUALIFICATIONS, EXPERIENCE, AND COMPETENCES:**

- Requirement: College degree.
- Highly desirable: Attainment of an MBA, MPA or other equivalent advanced degree in a related field and/or seven years of increasingly responsible administrative experience, at least five of which shall have been in a supervisory capacity.
- Understands the technical aspects of managing a non-profit organization; provides advice to its Board of Directors and staff directly and/or solicits guidance from experts.
- Understands the duties and responsibilities of the position and keeps job knowledge up-to-date.
- Ability to define problems, collect data, establish facts, and draw valid conclusions; exhibit independent judgment in the development, implementation and evaluation of plans, procedures and policies.
- Knowledge of the principles and techniques of research grant administration, contract administration and negotiation, community organization, fiscal and organizational management, principles and practices of marketing, public relations and experience with fundraising. Success with fundraising for future operations is highly desirable to cover staff salaries.
- Ability to plan, direct and coordinate activities; negotiate and administer contracts; work with commercial vendors, volunteers, government agencies, community groups and other organizations, as necessary.
- Communicate effectively in both written and oral forms.
- Exhibit independent judgment in the development, implementation and evaluation of plans, procedures and policies.

**Job Type:** Full-time

**Compensation:** Negotiable and commensurate with experience.

**Application Instructions:** Applicants should submit a written statement (maximum length: one page) of their vision for the Hispanic Alliance as Executive Director, cover letter, and resume. Review of applications will continue until position is filled.