

Job Opening
Executive Director

Calexico Neighborhood House
506 Fourth Street, Calexico, CA 92231
www.nhclx.org

- Full Time Position
- Agency Background Information:

Calexico Neighborhood House located adjacent to Mexicali, Mexico, is a community center and social service agency. Founded in 1938. Neighborhood House is a project of the United Methodist Women. Calexico Neighborhood House was established in response to the needs of women and children in a community with high poverty and unemployment rates and a large population of immigrants.

Neighborhood House provides a comprehensive array of direct services in the areas of preschool services, early literacy, shelter for homeless women and children, micro-business support, thrift store, volunteer services, special events for low income families, and meals for children.

The mission of Calexico Neighborhood House is to deliver direct services, engage in social action, be mindful of the principle of self-determination, and to care about all human beings.

Calexico Neighborhood House is governed by a Board of Directors comprised of local community members, United Methodist Women representatives, and clients served. The Board is responsible for establishing the goals and policies of Calexico Neighborhood House. The day-to-day operations are managed by the Executive Director, who reports directly to the Board of Directors. The Agency's annual budget is approximately \$2,600,000. The Executive Director provides the leadership and direction of the Agency and has overall responsibility for personnel, service programs, expansion of services and achievement of its mission and financial objectives.

- Responsibilities include:

Leadership:

1. Develop, communicate and sustain a clear vision, mission and strategy for the Agency in collaboration with the Board of Directors.
2. Create and maintain stable working relationships with community groups, funding sources, local organizations and other stakeholders.
3. Provide effective oversight of operations and programs that advance the Agency's goals and objectives and which extends its reach, in collaboration with the staff.
4. Ensure that sound operational, financial, and human resources policies and procedures are in place and followed at all times.
5. Promote effective internal communications and coordination.

6. Delegate effectively and lead staff to achieve their maximum potential.
7. Maintain official records and documents; ensure compliance with federal, state and local regulations, including personnel, insurance, taxes, non-profit status, legal and others matters.

Board Governance:

1. Maintain a collaborative relationship with the Board of Directors.
2. Support Board communications with the goal of providing the highest standards of governance and transparency.
3. Attend board meetings and provide monthly reports regarding operations, programs and finances.
4. Keep the Board informed on the condition of the Agency and all important internal and external factors affecting it.
5. Assist with recruitment and orientation of new Board members.

Personnel Management:

1. Recruit, hire, and manage all personnel and unpaid volunteers.
2. Develop and maintain personnel job descriptions.
3. Conduct regular employee performance evaluations.

Financial Management, Program Development and Fund Development:

1. Oversee all fiscal aspects of the organization.
2. Prepare budgets for Board approval and monitor expenses to ensure the Agency operates within the established budgetary guidelines.
3. Provide timely reports, analysis and recommendations to the Board on current and planned financial endeavors.
4. Ensure compliance with all financial reporting and audit guidelines.
5. Write letters of funding inquiry, grant proposals, and gift acknowledgement letters.
6. Maintain, develop, implement and manage ethical, contract compliance and grant procurement and management practices.
7. Oversee successful implementation and completion of awarded contracts and grants.

Minimum Qualifications and Experience:

1. 3+ years of senior management experience (5+ years preferred)
2. 3+ years of management experience in a non-profit or public organization setting.
3. Ability to develop and manage staff.
4. Experience working with a Board of Directors.
5. Commitment to advancing the Agency's mission.
6. Demonstrated experience in and/or strong working knowledge of non-profit organization financial principles, including regulatory requirements, annual audit and tax cycles, internal controls, generally accepted audit practices; ability to read, interpret and understand standard general accounting procedures including profit and loss reports, IRS form 990, and balance sheet information.

7. Excellent written and oral communication skills in English and Spanish.
8. Experience researching, writing, and securing grant funding.
9. Knowledge and understanding of government contracts.
10. Competence working with culturally and economically diverse populations.
11. Experience in marketing, public relations, organizing special events, and fundraising (preferred).
12. Ability to work collaboratively and in a cost-effective manner in a small organizational structure that requires all staff members- including the Executive Director- to be flexible, patient, responsive, and willing to assist with day-to-day operations as necessary.
13. Reliable transportation and valid California driver's license

Education and training:

Bachelor's degree in a related field is required. Masters of Public Administration (MBA) or similar degree preferred; 10 years' experience in non-profit management position can be substituted for BA degree.

Compensation:

- Fully Paid Medical Plan
- Ninety-six (96) hours of vacation and sick leave per year.
- Paid Holidays
- Salary Range \$55,000 to \$74,400 per year

For Information and submittal of Application

*Applicants must submit a Neighborhood House Employment Application, a cover letter, and resume to:

Calexico Neighborhood House, 506 Fourth Street, Calexico, CA 92231 by October 31, 2017

For more information email ricardo@nhclx.org (760-455-0520)