

## **Executive Director**

### **La Luz Centro Cultural**

7 2nd Ave NE, Hampton, IA 50441

\$20-22/hr – Full time, based on experience

### **Organization**

The mission of La Luz Centro Cultural is to promote cultural awareness and diversity with hospitality and supportive services for all. La Luz Centro Cultural is a nonprofit cultural center that supports and provides services to the Hispanic population. Situated in downtown Hampton, the center is the local hub where Latino families and individuals find a sense of belonging and support as newcomers and long-time residents of the United States. La Luz Centro Cultural celebrates cultural events, offers bilingual adult and children programs, provides legal aid and immigration services, runs a local food pantry and it's the main source of information and guidance of social assistance for the community.

### **Benefits**

Medical, Dental, and Vision Insurance. Paid Holidays and Paid Time Off (PTO). Simple IRA, and Flexible Hours.

### **Location**

7 2nd Ave NE, Hampton, Iowa – Travel required

### **Summary of position**

The Executive Director is the key management leader of La Luz Centro Cultural. The Executive Director is responsible for overseeing the administration, programs and strategic plan of the organization. Other key duties include overseeing the fundraising, marketing, and community outreach. The right candidate exemplifies a compassionate heart, outstanding leadership and will present a strong, positive image of LLCC programs and services to the community. The position reports directly to the Board of Directors.

## **RESPONSIBILITIES**

1) **Board Governance:** Works with the board in order to fulfill the organization mission.

- Responsible for leading La Luz Centro Cultural in a manner that supports and guides the organization's mission as defined by the Board of Directors.
- Communicate effectively with the Board and provide, in a timely and accurate manner, all necessary information for the Board to function properly and to make informed decisions.
- Oversee the organization of Board and committee meetings.

2) **Organization Mission and Strategy:** Works with board and staff to ensure that the mission is fulfilled through programs, strategic planning and community outreach.

- Responsible for implementation of La Luz Centro Cultural's programs that carry out the nonprofit's strategic plan to successfully fulfill its mission into the future.
- Responsible for the enhancement of La Luz Centro Cultural's image by being active and visible in the community and by working closely with other businesses, partners, local

and state government, and the community at-large.

3) **Financial Performance and Viability:** Develops resources sufficient to ensure the financial health of the organization.

- Collaborate with the Development Coordinator to effectively fundraise and develop other necessary revenues to support La Luz Centro Cultural's mission.
- Responsible for the fiscal integrity of La Luz Centro Cultural, to include submission to the Board of a proposed annual budget and monthly financial statements, which accurately reflect the financial condition of the organization.
- Responsible for fiscal management that anticipates operating within the approved budget, ensures maximum resource utilization, and maintenance of the organization in a positive financial position.

4) **Organization Operations:** Oversees and implements appropriate resources to ensure that the operations of the organization are appropriate.

- Effectively manage La Luz Centro Cultural's operations, including hiring and retention of competent, qualified staff.
- Responsible for signing all notes, agreements, and other instruments made and entered into and on behalf of the organization.
- Establishing employment and administrative policies and procedures for all functions and for the day-to-day operation of the nonprofit.
- Other duties as assigned by the Board of Directors.

#### **Professional Qualifications Needed**

- A bachelor's degree or equivalent experience
- Excellent written and oral communication skills in both English and Spanish
- High integrity leadership with exceptional work ethic and a high degree of energy.
- Experience and skill in working with a Board of Directors.
- Previous experience in strategic planning. Ability to envision and convey the organization's strategic future and mission to the staff, board, volunteers and donors.
- Ability to oversee and collaborate with staff.
- Solid organizational abilities, including planning, delegating, program development and task facilitation.
- Previous experience in financial management, including budget preparation, analysis, decision making and reporting.
- Ability to speak in public.

La Luz Centro Cultural is an Equal Opportunity Employer and prohibits discrimination and harassment of any kind. La Luz is committed to the principle of equal employment opportunity for all employees and to providing employees with a work environment free of discrimination and harassment.