



Para Los Niños

## **Para Los Niños**

### **EXECUTIVE DIRECTOR**

#### **Job Description**

#### **Major responsibilities**

- Develop and implement the PLN's strategic plan; including the planning and evaluation process, meeting annual goals, supervision of staff and fundraising.
- With the support of the Board, lead the vision and mission of PLN.
- Build and maintain relationships with key partners, allies, and funders
- Develop staff and leadership to give voice to immigrant parents about the core issues that shape the schools and communities that they reside in.
- Raise and manage an annual budget. Sustain the development and implementation of a grants and fundraising program for PLN.
- Support the Board of Directors, including their role in financial oversight, governance, compliance, and implementation of the organization's mission
- Oversee the development of management systems, including personnel administration, program development and implementation, and fiscal management.
- Lead and participate in the recruitment, hiring, and supervision of staff members and contractors
- Oversee the building and expansion of the leadership development, civic engagement, and youth programs for high school students

#### **Minimum Qualifications**

A minimum of 3 years' experience in the following:

- History of commitment to building community voice and impact, with a strong emphasis on centering immigrants, families, and youth
- Strong written and verbal skills in both Spanish and English
- History of work in collaboration with schools and community partners to enhance the education of students and creating access to educational opportunities
- Demonstrated ability to raise funds in a variety of areas, including grant writing, foundation fundraising, grassroots and event fundraising, government contracts, and donor development
- Demonstrated ability to direct, motivate, train, manage, supervise, and develop a diverse group of people for leadership positions, including staff, community and board members
- Strong understanding of and demonstrated experience in developing and implementing fiscal policies, systems, and budgets
- Ability to communicate meaningful financial information and analysis to the board of directors
- Ability to work under pressure and on deadline



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### **Preferred Qualifications**

- Shared lived experiences with the community
- Knowledge of South King County and Burien landscapes
- Experience handling budgets of at least \$600,000
- Supervisory experience in grassroots or non-for-profit environments
- Experience being a spokesperson for an organization

### **REPORTS TO**

- Board of Directors

### **SALARY and BENEFITS:**

- “ \$50,000 - \$70,000 depending on experience
- “ Full health and medical benefits
- “ Paid vacation, sick days, and holidays

Please submit cover letter and resume to [jobs@plnwa.org](mailto:jobs@plnwa.org). Review of applications will begin on December 15<sup>th</sup>. Opened until filled.