



E-mail: Hola@laislaschool.org

Web: www.laislaschool.org



Executive Director Packet

ISLA's Vision, Mission, Core Values



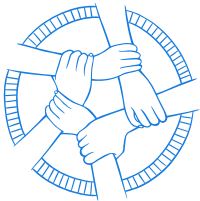
OUR MISSION

We build community and leadership through educational Spanish language and cultural immersion programs.



OUR VISION

We envision an equitable society strengthened by the power, knowledge, and value of Latin American languages and cultures.



Collective Power

We recognize the value of coming together as a community and elevating the wealth of knowledge our families and students have to promote change in education.



Respect

We recognize and respect the individuality of our community members, staff members, Board members, and society, while respecting the historical and cultural bonds that formed our multicultural community.



Equity

We acknowledge the historical disadvantages that our community is overcoming, and dedicate our work to promote education equity in our programs, community and society.



Community Cultural Wealth

We uplift the knowledge, skills, and cultural value that our community possesses and work in community to change the status quo so that the community knows their rightful place in society.



Job Description

About the Executive Director Position:

The Executive Director (ED) is the key management leader of ISLA. Reporting to the Board of Directors, the ED has overall strategic and operational responsibility for ISLA's staff, programs, expansion, and execution of its mission. The ED will develop deep knowledge of field, core programs, operations, and business plans. Other key duties include fundraising, marketing, and community outreach. The position reports directly to the Board of Directors and answers to the needs expressed in the ISLA community of students and their families. Coming with deep experience and knowledge of the Latino community and education equity in North Carolina will be critical for the next Executive Director. They will also be required to reside in the Triangle area and are expected to be involved in the Triangle community. The expected salary for this position will be \$73,000–\$84,000.

The ED will be required to be fully bilingual in spoken and written English and Spanish.

Role Responsibilities

Leadership & Management:

- Ensure delivery of high-quality educational programs responsive to community needs and interests through ongoing program evaluation
- Guide the organization toward realizing strategic goals in the areas of finance and administration, fundraising, communications, and staff management
- Actively engage and energize ISLA's volunteers, board members, event committees, partnering organizations, and funders
- Develop, maintain, and support a strong Board of Directors; serve as ex-officio of each Board committee
- Works with the board and staff to ensure that the mission is fulfilled through programs, strategic planning and community outreach

Job Description

Fundraising, Communications & Operations:

- Cultivate financial support from government, foundations, corporations, and individual donors
- Deepen and refine all aspects of communications, from web presence to external relations, with the goal of creating a stronger brand
- Develop sources of revenue necessary to support ISLA's mission
- Oversee planning and operation of the annual budget. Submission to the Board of a proposed annual budget and monthly financial statements, which accurately reflect the financial condition of ISLA
- Responsible for fiscal management that generally anticipates operating within the approved budget, ensures maximum resource utilization, and maintenance of ISLA in a positive financial position
- Design the expansion and complete the strategic business planning process for ISLA's programs expansion into new markets
- Begin to build partnerships in new markets, establishing relationships with the funders, and political and community leaders at potential sites for future program expansion
- Responsible for the hiring and retention of competent, qualified staff
- Responsible effective administration of ISLA's operations
- Responsible for signing all notes, agreements, and other instruments made and entered into and on behalf of ISLA

Professional Qualifications:

- Familiar with Latin American and U.S Immigrant culture
- Fully bilingual in written and spoken Spanish and English
- Proven track record of success in management roles
- Transparent and high integrity leadership
- Experience overseeing high quality programs and data-driven program evaluation
- Past success working with a Board of Directors with the ability to cultivate existing board member relationships
- Ability to envision and convey ISLA's strategic future to the staff, board, volunteers and donors
- Active fundraising experience. Excellent donor relations skills and understanding of the funding community
- Strong marketing and public relations experience
- Strong financial management skills, including budget preparation, analysis, decision making and reporting.
- Strong written and verbal communication skills
- Passionate communicator with excellent interpersonal and multidisciplinary project skills

Process

How to Apply

Interested applicants should submit cover letter and resume to hola@laislaschool.org with the following in the subject line:

Name: Executive Director.

Please submit one single PDF file with your cover letter and resume.

ISLA is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.