



LEHIGH VALLEY

Hispanic Center Lehigh Valley  
520 E. 4<sup>th</sup> Street, Bethlehem, PA 18015

### **JOB DESCRIPTION**

**JOB TITLE:** HCLV Executive Director  
**FLSA STATUS:** Full time  
**REPORTS:** Board of Directors

### **Job Summary**

HCLV is a non-profit organization established to improve the quality of life of Hispanics and other families by empowering them to become more self-sufficient, while promoting an intercultural understanding in the Lehigh Valley. The Executive Director (ED) is responsible for overseeing all aspects of our organization, ensuring that we operate efficiently and effectively to meet the organization's goals and objectives. You will be the face of our organization, working closely with the Board of Directors, government officials and the public. You will ensure that staff members are aligned with the organization's mission and values and that we are working together to successfully achieve strategic objectives. Our organization places a high priority on communication and collaboration. We are in search of an Executive Director who is aligned with our culture and will continue to enhance it through positive leadership.

### **Responsibilities and Duties**

- Develops and implements operational plans, policies, and goals that further strategic plan objectives created in partnership with the Board of Directors
- Provide leadership, direction and guidance of organization's activities
- Recruit and develop a team to manage critical business functions
  - Coordinates and directs employees
  - Ensures that appropriate salary and wage structures are maintained
  - Delegates authority and responsibility to managerial staff
  - Develops and maintains organizational structure and effective personnel
  - Determines staff training and/or equipment needs of employees, taking into account annual budget allocations
  - Conducts staff meetings to ensure administrative staff remains current to organization business and Board directives/approvals that affect their functions and areas of responsibility
  - Develops, maintains, and updates job descriptions pertinent to the organization
  - Conducts performance appraisals as required
  - Formulates and implements corrective action as needed
- Secures grant and donor funds for programs/initiatives and operations
  - Identify new funding sources and areas of collaboration

- Coordinate and oversee grant writing and grant writing activities including timely submission of grant applications and renewals
- Analyze and evaluate the effectiveness of all organization operations including grant funded programs
- Facilitate the completion of reports due to funding agencies.
- Develop, implement and evaluate successful public health programs
- Develop positive relationships with key stakeholders, including community and civic organizations, donors, supporters, governmental agencies, the general public and all others that are necessary for the operations
- Proactively address challenges in the internal and external environment to protect the organization's interests
- Ensures HCLV is compliant and maintains compliance with all government legislation, regulations and guidelines pertinent to the organization's role as an employer and non-profit agency
- Submits all information, reports and records as requested or required by law to appropriate government officials or the Board of Directors
- Recommends to the Board changes to policies and procedures that would improve the organization, and implements changes only after Board approval
  - Executes Board-approved policies
  - Attends Board meetings
- Ensures the preparation of the annual budget for Board approval prior to year commencing
  - Maintains full awareness of the complete financial, statistical, and accounting records of the organization and is able to present and answer any Board questions
  - Ensures that operating results established in the annual budget are achieved and the control of operating expenses within budget
  - Ensures the accuracy, integrity, and timeliness of all financial accounting and reporting
  - Effectively manages the organization's physical assets to assure they contribute positively to the organization's operations.
  - Evaluate cost and effectiveness of HCLV services
- Oversees the preparation of office procedure manuals, outlining specific duties and area responsibilities
- Additional duties as assigned

### **Qualifications**

- Bachelor's in Public Health or other related field required. Must have 5 years of experience in a senior leadership role preferably of a non-profit agency or other related field
- MPH preferred with 2-3 years of experience in a senior leadership role preferably of a non-profit agency
- Demonstrated ability to develop and implement successful strategic plans
- Deep understanding of financial strategies and finance-related performance metrics
- Strong aptitude for verbal and written communication, presentation, and relationship development
- Preference given to bilingual/bicultural applicants

### **How to Apply**

- Resumes will be accepted through March 4, 2019. No phone calls please. Email your cover letter and resume to: [HCLVedsearch@gmail.com](mailto:HCLVedsearch@gmail.com).