

Latino Family Fund de Gilroy Job Description, Executive Director

Position Summary

The Latino Family Fund de Gilroy (LFF) is a donor-advised fund under the umbrella of Gilroy Foundation (GF). Established in 2006, the mission of LFF is to increase the participation and visibility of the Latinx community in formalized philanthropy, and instill in youth a commitment to giving and leadership. As a result of the growth of LFF, and a recent grant from Silicon Valley Community Foundation, GF and LFF is in the process of hiring a part-time Executive Director. The Executive Director of LFF will be hired by Gilroy Foundation, and have commitment to the missions of both GF and LFF. The Executive Director will have overall strategic and operational responsibility for LFF programs, fundraising, fiscal oversight, and execution of its vision and mission. The Executive Director will work closely with GF staff and the GF Executive Director, and will provide leadership and support to LFF officers and membership.

Duties/Responsibilities

- In collaboration with LFF officers and membership, lead efforts to expand LFF impact, influence, and programs in Gilroy/South County.
- In collaboration with LFF officers and membership, lead the process to update LFF vision, mission, and strategic goals, including the development of a long-term sustainability plan.
- Implement strategies to expand LFF donor base and fundraising activities.
- Oversee all internal and external operations of LFF, including marketing, communications, fiscal oversight, assessment of current programs and activities, and public relations.
- Perform operational duties, including working with GF Executive Director, supervision of LFF staff, support for LFF officer and committee meetings and tasks, and other activities and initiatives as necessary.
- Be the primary spokesperson for LFF, represent LFF point of view to agencies, organizations and the general public, and be prepared to articulate LFF's vision and mission to inspire public support for LFF's programs and the Latinx community.
- Develop a broad-based coalition of non-profits, organizations, and individuals dedicated to addressing issues of equity and need in south county.
- Provide leadership and support to Youth in Philanthropy and Leadership, Grants, Fundraising, and Membership Committees.

Requirements

- Excellent written and verbal communication skills, bilingual (Spanish) strongly preferred.
- Excellent time management and organizational skills.
- Deep understanding of Gilroy's population and community needs, and unwavering commitment to equity, diversity, and inclusion.
- Strong leadership skills, including ability to collaborate with a diverse group of individuals and organizations.
- Ability to ensure fiscal oversight and maintain credibility of LFF.
- Knowledge and experience in fundraising, donor engagement, grant giving, youth giving and other forms of philanthropy.

The LFF Executive Director position will be jointly supervised and evaluated by GF Executive Director and LFF Officers. The position is part-time, but will require some evening and weekend hours for meetings and events. It is anticipated between 8-10 hours weekly, compensated with a monthly stipend of \$2,000.