

Latino Family Fund de Gilroy

Job Description, Executive Director

Position Summary

The Latino Family de Gilroy (LFF) is a grantmaking/scholarship fund under the umbrella of the Gilroy Foundation, a 501(c) (3) nonprofit organization. The Executive Director of the Latino Family Fund de Gilroy will work in collaboration with the LFF Board of Officers to plan, organize, integrate, and manage the administration of the LFF. The Executive Director will have overall strategic and operational responsibilities for LFF's programs, financial health and execution of its mission and the ability to implement the LFF's strategic, operational, financial, and fundraising activities.

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.

Operations

- Works collaboratively with the GF Executive Director
- Develop the 3-year implementation plan with the four priorities as outlined in the 2024 Strategic Plan
- Supervise Administrative Assistant as staff is added.
- Prepares strategic and annual operating plans and budgets for the Fund.
- Oversees the grant and scholarship award programs.

- Develop a donor engagement plan as outline in the 2024 Strategic Plan
- Assist committees and officers, at their request, including support for fundraising activities.
- Oversee grant recipients' communication.
- Provide the LFF Officers continual assessment of Fund activities and make recommendations as needed.

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.
- Leadership, Continuing Education Development, Policy Development
- 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.

Compensation

- \$65,000- \$75,000/yr. depending on experience.

*Please submit your resume and cover letter to director@gilroyfoundation.org

*Application deadline is April 12, 2024