



EXECUTIVE DIRECTOR JOB DESCRIPTION

HISTORY AND MISSION OF THE FAMILY CENTER/ LA FAMILIA

The Family Center/La Familia is a 501©3 organization based in the Family Resource Center tradition. Family resource centers provide a welcoming, accessible place for families to connect with one another and access comprehensive, coordinated services to enable families to reach their goals. Programs at each center are tailored to the culture, resources and needs of the community they serve, and focus on building on the strengths of each family and individual.

Family resource centers embrace and practice a philosophy of respect, equity, and inclusiveness. They affirm and strengthen families' ethnic, racial and linguistic identities and enhance their ability to function in a multicultural society. Their programs are embedded in their communities and seek to contribute to the community building process. These centers were created to enhance a families' capacity to support the growth and development of all family members—adults, youth and children, and these centers advocate with families for needed services and equitable systems.

The Family Center/La Familia, located in Fort Collins, Colorado, has worked since 1995 to embody these principles in relationship with the community it serves. The Family Center/La Familia emerged from a coalition of Fort Collins community members concerned about maintaining and enhancing the quality of life for working families in Larimer County. The organization was established as part of Colorado's Family Initiative and maintains a focused vision to provide services that build stronger, safer families.

The organization currently exists within a dynamic community of stakeholders who participate in programs and find support and strength through mutually affirming connections. It also engages in outreach and advocacy for its constituents, the underrepresented, and underserved. Its philosophy emphasizes strengths-based and respectful connection. This is a strong nonprofit with seven successful programs that aspires to the next level of excellence and success. It has an active Board of Directors and 30 FTE. Revenue each year is over \$1,200,000, with multiple revenue streams.

The staff are capable, motivated, and care deeply about the organization's mission and delivering culturally appropriate care and services. On a daily basis they provide early childhood education through center-based high quality infant through preschool education, parent education through the Parents as Teachers home-based program, parenting classes on site such as Nurturing Parents, a summer gardening program for families, youth enrichment programs, English as a second language classes and tutoring, and other family-strengthening health and wellness programs.

This established organization is seeking a respected, strong leader with community connections in Fort Collins and a passion for working on behalf of equity and multicultural inclusion for individuals and families in Larimer County, Colorado to serve as Executive Director.

JOB RESPONSIBILITIES

Reporting to the Board of Directors, the Executive Director will have overall strategic and operational responsibility for The Family Center/ La Familia's staff, programs, and execution of its mission.

LEADERSHIP AND STRATEGY

- Design, develop, and implement a strategic plan;
 - Ensure ongoing programmatic excellence, consistent quality of finance and administration; recommend timelines and resources needed to achieve the strategic goals.
- Develop, maintain, and support a strong Board of Directors; seek and build board involvement with strategic direction.
- Actively engage and energize volunteers, board members, committees, alumni, partnering organizations, and funders.
- Ensure effective systems to regularly evaluate program components and to identify outcomes that can be communicated to the board, funders, and other constituents.

ADMINISTRATION AND MANAGEMENT

- Personnel
 - Lead, coach, develop, and retain a high-performing senior management team.
 - Oversee efficient and effective day-to-day operations including hiring, staffing, and implementation of regular performance reviews of personnel.
- Financial
 - Understand how to generate and analyze key financial documents.
 - Work with the Board of Directors and other stakeholders to create an annual budget.
- Operations
 - Draft and regularly review organizational policies and procedures.
 - Ensure effective day-to-day operations.

FUNDRAISING AND COMMUNICATIONS

- Expand local revenue generating and fundraising activities to support existing program operations and ensure long-term financial sustainability.
- Deepen and refine all aspects of communications—from web presence to external relations with the goal of creating a stronger brand.
- Develop community connections and use external presence and relationships to garner new opportunities.

QUALIFICATIONS

Bachelor's degree required/ Master's degree preferred.

A minimum of five years of senior level nonprofit organization experience required.

Familiarity with Family Resource Centers and with The Family Center/ La Familia preferred.

Bilingual (Spanish/English) and bicultural candidates strongly encouraged to apply. Candidate must be proficient in Spanish, and/or commit to becoming proficient within the first two years of employment.

SKILLS AND EXPERIENCE

- Proven track record of success in a leadership position, developing a clear vision for a program or organization in conjunction with stakeholders, and then proven ability to implement that vision;
- A proven record of developing and maintaining collaborations and partnerships;
- A documented history of strong, passionate engagement and involvement with multicultural and multilingual efforts;
- Is able to recognize and advocate for strengths in individuals and communities;
- Experienced in authentic engagement with community voices to lead and direct organizational strategy;
- Demonstrated positive history of leading teams to achieve excellence and efficiency with strength, compassion and kindness;
- Demonstrated history of fundraising and ability to effectively relate to individual, corporate and foundation funders;
- Good communicator and comfortable speaking in public, and with diverse audiences;
- Experience developing organizational or program messaging and marketing campaigns;
- Experienced in developing and overseeing budgets and ensuring the financial well-being of a program or organization;
- Is a big-picture, systemic thinker with the ability to make great things happen, and also with the judgment to know how to effectively balance those efforts with organizational stability;
- Is an experienced and proven leader that inspires excellence;
- Has an understanding of best practices for non-profit organizations, with knowledge on how to implement these best practices;
- Knowledge and/or experience in the field of family support;
- Knowledge and/or experience in the field of early childhood education;
- Demonstrates professional knowledge of characteristics and needs of diverse populations and underserved community groups;
- Must be willing to submit to a background check.

The Executive Director position is a full time, exempt position. Salary range is \$70k to \$80k depending on experience. **To apply please submit a cover letter, resume, and three references (2 professional and 1 personal) to the search committee at: executivedirector@thefamilycenterfc.org.** Must be received by close of business **May 1st**. Emailed questions will be addressed. No phone calls please.