



DESCRIPTION

[Esperanza del Barrio](#), a community-driven organization dedicated to the economic empowerment of Latino immigrants across New York City, seeks a versatile and dynamic Spanish-speaking Executive Director to guide the organization's growth and maintain its strength.

Founded in 2003 by six Mexican immigrant street vendors, Esperanza del Barrio has grown to serve over 500 members. The organization works to promote the economic advancement of its members through: (1) community organizing; (2) legal, political, financial, and health education; and (3) leadership development. Esperanza's member services include navigating regulatory and tax bureaucracies, and mediating the complex relationship between street vendors and local law enforcement to minimize disputes and harassment.

An ideal Executive Director will lead and manage the organization in achieving its mission, ensuring the effective delivery of high quality programs to Esperanza's members.

RESPONSIBILITIES:

- Management and Administration: budget and fundraising oversight; periodic program evaluation and reformulation; contract negotiation; Board updates
- Human Resources: staff hiring, evaluation, professional development, and release; focus on diversity, empowerment, and consensus decision-making
- Board of Directors: provide information and guidance to Board to facilitate programs, policy, and fund development; assist in development, recruitment, and orientation of new members
- Fundraising/Development: renew existing and seek new funding (foundation, corporate, and government); development supervision and evaluation, including annual plan
- Financial Management: partner with Board Treasurer to maintain internal control procedures; billing, deposits, and payments; monthly QuickBooks record-keeping, including grants and government contracts; monthly bank statement and general ledger accounts reconciliation with presentation at Board meetings
- Programs: ensure program integrity and ability to effectively respond to members' needs; coordinate programmatic issues to insure program quality
- Community Relations: develop and oversee strategy to build public visibility; serve as lead organizational spokesperson to the public, funders, and the media

QUALIFICATIONS:

- Minimum 2 years management experience preferred, including budgeting, personnel, and programs (preferably nonprofit setting)
- Minimum 2 years experience preferred in fundraising, planning, and strategic development
- Practical knowledge of community organizing and leadership development
- Practical knowledge of teaching and/or facilitation including curriculum development
- Experience working with a Board of Directors
- Experience in collaborating across community-based organizations
- Ability to represent and advocate issues in various public forums
- Ability in public speaking, written and oral communication, and interpersonal relations
- Spanish fluency
- Graduate degree preferred or a Bachelor's degree with substantial work experience

SALARY: Commensurate with experience. Benefits provided.

APPLICATION:

Please send a cover letter, resume, three professional references, and recent writing sample to:

Netza Moreno, Program Coordinator
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Phone: 212.289.9025

Fax: 212.289.9026

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