

**POSITION DESCRIPTION**  
**EXECUTIVE DIRECTOR**  
**Hijos del Sol**

**Job Title:** Executive Director 1.0 FTE  
**Reports to:** Chair of the Board of Directors  
**Location:** Salinas  
**Exemption Status:** Exempt, Full time

**JOB SUMMARY:**

Hijos del Sol is a community-based, nonprofit arts organization based in Salinas, California. Founded in 1994, Hijos del Sol's mission is to create opportunities to inspire children and youth, and to build community in the Salinas Valley through visual and multicultural arts education, experiences, and mentorship, where young people are respected, develop artistic and life skills, and explore and embrace their cultural identities. Reporting to the Board of Directors, the Executive Director (ED) has overall operational responsibility for Hijos del Sol's administration, staff, programs, and the execution of its mission. The ED works in collaboration with the Artistic Director and supervises an administrative staff member, as well as art practitioners, teachers and mentors.

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

**Leadership & Management:**

- Collaborate with the Board of Directors to identify, create and implement plans to strengthen the organization and its programs.
- Work with the Board to develop a sustainable staffing plan for the organization.
- Identify, recruit, train, supervise and develop the talents of employees. Ensure compliance with federal and state personnel regulations.
- Collaborate with the Artistic Director to foster ongoing programmatic excellence.
- Effectively manage the organization's resources with high standards of excellence, integrity and accountability.
- Manage operations, administration and systems ensuring that the organization is financially stable, that it meets its obligations, and that organizational practices comply with regulatory and legal requirements.
- Demonstrate excellent understanding of finance-related policies, practices, and tools.
- Prepare and administer the annual budget and provide monthly fiscal reports to the Board.
- Able to make tough, prudent and responsible choices among many important goals and aspirations.
- Promote a culture of transparency and collaboration throughout the organization.

**Board Relations:**

- In collaboration with the Chair of the Board, develop, maintain, and support a strong and engaged Board of Directors.
- Work in close and collaborative partnership with the Board of Directors to implement the Board's policies and to design the organization's planning processes.
- Assist Board of Directors in the development and implementation of a resource development program, including, but not limited to, coordinating fundraising activities.

**Fundraising**

- Develop and successfully implement plans to ensure that the organization has the resources it needs to fulfill its mission.
- Identify potential sources of support and expand local revenue generating and fundraising activities to support programs and operations.

- Plan and direct fund development activities and manage the development of grant applications and corporate giving proposals.
- Supervise and ensure compliance with all awarded contracts and grants, including submitting funder reports in accordance with reporting requirements and deadlines.
- Actively engage and energize volunteers, board members, event committees, alumni, partnering organizations, and funders.

**Community Relations & Communications:**

- Lead advocacy efforts for arts and art education in the community.
- Develop partnerships with community allies, donors, supporters, students and their families, and other relevant individuals and groups. Participate in community relations activities and communicate effectively with individuals and groups.
- Deepen and refine all aspects of communications—from web presence to external relations with the goal of continuing to build a strong organizational identity and inspire support from the community.
- Be the external presence that publishes and communicates program results.

**REQUIREMENTS/JOB SPECIFICATIONS**

Hijos del Sol is searching for candidates who meet the qualifications described herein and who understand and bring a strong commitment to the Mission of the organization. We seek an individual who will uphold the organization’s values and commitment to diversity, inclusion and equity in staff, board, volunteers, students and partners; who is honest, collaborative and well organized; who practices cultural humility and is respectful of the cultural plurality present in our community; and who is able to continue to elevate the artistic perspective that enriches our organization, as well as to strengthen and grow an effective administrative infrastructure that ensures the sustainability of the organization.

To perform this job successfully, an individual must be able to fulfill each essential duty satisfactorily. The requirements listed below are representative of the experience, knowledge, skill, and/or ability required.

**Minimum requirements include:**

1. Associate Degree in a related field is required, Bachelor’s Degree is desirable, with at least 3 to 5 years of senior management experience in a nonprofit organization (preferred) or a public agency.
2. Knowledge of the local Salinas Valley community preferred.
3. Work experience in the arts and/or education is highly desirable.
4. Excellence in organizational management with the ability to supervise and develop staff, set and achieve strategic objectives, and manage a budget.
5. Computer literate; proficient in office and financial management software.
6. Proficient in social media tools.
7. Past success working with a Board of Directors with the ability to cultivate board member relationships.
8. Strong marketing, public relations, and fundraising experience with the ability to engage a wide range of stakeholders and cultures.
9. Strong written and verbal communication skills in English and Spanish.
10. Ability to work effectively in collaboration with diverse groups of people.
11. Passion, idealism, integrity, positive attitude, mission-driven, and self-directed.
12. Excellent organizational skills, including the ability to effectively juggle multiple and/or competing priorities.
13. Follow through and attention to detail.
14. Self-starter, able to set and meet goals to achieve desired results.
15. Ability to think independently within the scope of the position, make decisions and use good judgment and discretion in the decision-making process.
16. Sense of humor.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with qualified disabilities to perform the essential functions.

- Requires the ability to see, hear, speak and be understood by individuals and groups.
- Requires manual dexterity and the ability to sit, stand, walk, bend, stoop and lift, on occasion, objects weighing up to 50 pounds.
- Requires the ability to move around in an office environment.

## **WORK ENVIRONMENT:**

The work environment described here is representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals to perform the essential functions.

- Initially home-based with transition to office environment in the near future.
- Must be able to work in diverse geographic locations, to travel and provide own transportation throughout service area and state.
- Must be able to work evenings and on weekends.

## **COMPENSATION**

Annual salary in the \$70,000 range, commensurate with candidate skills and experience.

## **HOW TO APPLY**

- Submit cover letter and resume as PDF documents to [chair@hijosdelsol.org](mailto:chair@hijosdelsol.org).

Candidates selected for interviews will be asked to submit three professional references.

Applications will be accepted until position is filled but interested candidates are encouraged to apply as soon as possible.