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| Title: | Executive Director |
| Organization: | BAHIA Inc. |
| Location: | Berkeley, California |
| Reports To: | BAHIA Board of Directors |
| Fair Labor Standards Act Status: | Exempt |
| Time: | Full-Time |

The Position:

The Executive Director (ED) is responsible for day-to-day operational matters as well as broad oversight for planning BAHIA’s future course. This includes responsibilities within the following broad categories: Organizational Growth and Leadership, Fundraising/Resource Development, Financial Management, Community Engagement/Outreach, Staff Management, Operations/Administration, and Board Relations. In partnership with the Board of Directors, the ED will be responsible for setting the direction for the organization in support of its mission and vision.

The ideal candidate will have proven experience in a management (leadership) role; bring a commitment to expand BAHIA’s community of donors and supporters; and a strong understanding (ability or proficiency) of leading change in a bilingual (Spanish/English) environment, working with a primarily Latinx, immigrant community.

About BAHIA, Inc.

BAHIA is an established service provider with an excellent reputation in the community as a leader and advocate for children and the Latinx community. A primary responsibility of the new ED will be to partner with the Board of Directors and program staff to successfully shepherd the organization through its next phase of maturity as a nonprofit established nearly a half century ago. An important aspect of this work will be the continued development of the organization’s infrastructure to support current operations, future growth, and to demonstrate effectiveness of its service approaches.

Responsibilities:

Organizational Growth & Leadership

- With the Board of Directors, create short and long-term strategic plans in support of the organization’s mission, and make consistent and timely progress toward achieving them.
- Develop and improve organizational infrastructure – including business processes, systems, policies, and tools – to maximize efficiency and support future growth;
- Provide vision and oversight to program growth and expansion, including conducting external needs assessments and internal reviews of program effectiveness.

Fundraising/Resource Development

- In collaboration with the Board of Directors, staff and development consultant support when available, creates and implements fundraising plans with a primary focus on philanthropic foundations and individual donors;
- Work closely with the staff to accomplish revenue goals comprised of major gifts, annual campaigns, corporate support, special events, and government grants/contracts;

- Personally steward relationships with long-term and new individual and institutional donors to ensure continuous funding from these sources.

Financial Management

- Provide transparent fiscal stewardship of the organization, ensuring appropriate resource utilization such that the organization maintains a robustly positive financial position;
- Work with the Board leadership to propose an annual budget for board approval.
- Develop and maintain expertise in the requirements and processes for the annual, external audit. Ensure that fiscal policies, protocols, and procedures are in place and ensure a successful annual audit review.

Community Engagement/Outreach

- Participate in relevant community events and cultivate speaking opportunities to deepen local networks, engage new donors, and expand community presence;
- Develop and nurture positive relationships with community leaders, government agencies, other child care organizations, local businesses, and elected officials, thereby maintaining BAHIA's standing as an advocate and influencer among those in the early childhood education and the broader childcare community;
- Plan and execute community events sponsored solely by BAHIA or in partnership with mission-aligned organizations.

Staff Management

- Manage the recruitment, employment, and release of all personnel, both paid staff and volunteers, while implementing sound human resource practices, including annual evaluations of employee job performance.
- Provide professional development opportunities for staff to learn new skills and enhance performance;
- Revise organizational structure and job descriptions as necessary to maximize capacity and impact;
- Promote a work culture and environment that is inclusive, equitable, transparent, and respectful of all backgrounds and identities.

Operations/Administration

- Manage the repair and maintenance of all facilities to ensure a fully functional, healthy and safe environment;
- Ensure the organization has the technology infrastructure needed to be effective and efficient, and provide training and support as needed.

Board Relations

- Lead the preparation and planning of board meetings by working closely with Board leadership;
- Provide leadership in developing annual program, fund development, organizational, and financial plans with the board and staff, and carry out plans and policies authorized by the board.

Minimum Qualifications:

Experience: Five to seven (5-7) years of successfully supervising, administering and managing an organization, preferably a nonprofit. Recent and relevant training and/or experience in program assessment, working with second language speakers, the Latinx immigrant community, early childhood to school age education, budgetary oversight, fundraising, and community building. Must be fluent in English and Spanish.

Education: A postgraduate degree preferred in early childhood/child/human development, leadership, or education with a major/minor in child development/early childhood education, or leadership and curriculum, or business administration, or related fields. Must possess, or be willing to complete in a timely fashion, the coursework and experience needed to meet credential/permit requirements for the Child Development Program Director Permit.

Leadership Skills: The ED will be an experienced, dynamic, bilingual and bicultural leader with exceptional interpersonal skills, a demonstrated track record in organizational development, fundraising, and program management, as well as community engagement, governmental relations, and team building. The ED will bring a collaborative and transparent management style, and demonstrate a commitment to mentor, support, and partner with staff and volunteers of diverse backgrounds and professional experiences.

Licenses and Other Requirements:

- Qualified to earn a valid Early Childhood Development Permit/Certification program director level
- Valid California Driver's License
- Fingerprint clearance with the Department of Justice, FBI and Child Abuse Index
- CPR and First Aid certification or completion within 90 days of employment
- Complete Health Screening and mandatory vaccinations within 90 days of employment
- Complete mandated training sessions within 90 days of employment

Working Conditions and Environment: Most work is performed in a standard office, available at both program sites, often involving extensive computer use. Some lifting of up to about 20 pounds may be required.

Salary/Benefits: \$130,000 - \$150,000, commensurate with experience. Flexible 40-hour week schedule; some weekend work required periodically. Preferred in-person work assignment, with remote options, especially during COVID-19 period. Generous personal and vacation leave package provided.

To Apply:

Inquiries, nominations, or applications (including a cover letter, resume, and three (3) professional references) should be directed electronically and in confidence, no later than Friday, September 16th, 2022 close of business to Julia Howell Barros at julia@jhowellbarros.com. We are happy to answer any questions or supply further information.