



POSITION DESCRIPTION

Job Title: Executive Co-Director (EcD) OR Executive Director (ED)

Reports to: Board of Directors, Compañeros: Four Corners Immigrant Resource Center

Purpose & Scope

Compañeros: Four Corners Immigrant Resource Center is seeking qualified candidates for either an **Executive Co-Director (EcD)** OR an **Executive Director (ED)** position, beginning in Spring/Summer 2023.

*****Please apply to whichever position appeals more to you based on your skill sets, experience, and interest, and specify your choice in your application.*****

Reporting to the Compañeros Board of Directors, this EcD/ED position is the key program and staff management leader of Compañeros: Four Corners Immigrant Resource Center. This position is responsible for overseeing the execution of the operations and programs, the management of staff, and the public representation of the organization in the local community. This position will work alongside the current Executive Director who will transition into either a EcD or Development Director (DD) role, and whose key responsibilities include leading and executing the organization's grant and fundraising strategy, managing our finances and ensuring their sustainability, and handling our organizational administration and technology.

If this position is hired as an EcD, then the other EcD will also provide peer-level support and help share the responsibilities of Organizational Governance which include strategic plan implementation, board management, and overall organizational direction as well. In this case there will also be the opportunity to eventually transition to an ED level position over time, with the other EcD stepping back into a supporting role as DD.

Our Mission & Vision

Compañeros is a grassroots nonprofit organization located in Durango, CO whose mission is to empower immigrants and their families through resource navigation, education and community engagement to reach the guiding vision of a diverse, empowered and liberated community of immigrants thriving in Southwest Colorado. To learn more about our programs, please visit <https://www.companeros.org>

Position Responsibilities

- 1) **Programs & Operations:** Work with Board, Committees, staff, and external stakeholders to ensure that the mission is fulfilled through the execution of our programs and operations.
 - a. Implement and manage organizational programs in order to achieve the organization's mission and vision.
 - b. Carry out program evaluation and assessment to regularly update and improve programs in order to make them more impactful.
 - c. Provide oversight and leadership to support the staff in carrying out all day-to-day operations of the organization.
 - d. Create partnerships with other organizations and design and lead mutually beneficial collaborative initiatives.
 - e. Handle and manage program budgeting and spending.
 - f. Ensure program alignment with the priorities and issues of our constituency.
 - g. Support staff in carrying out programming when staff are unexpectedly unable to attend or run a particular program or event, as needed.

- 2) **Staff Management:** Oversee program staff and volunteers in order to ensure that the goals of the organization are accomplished.
 - a. Cultivate and maintain a positive company culture and strong team dynamic in which all staff members are encouraged to do their best.
 - b. Supervise and lead program staff in order to achieve desired program outcomes.
 - c. Mentor and support program staff through regular performance reviews, professional development opportunities, and team-building work.
 - d. Recruit, onboard, and organize volunteers and interns to support our programs.
 - e. Manage staff administration such as timesheet tracking and approval, receipt reconciliation, and expenses tracking.

- 3) **Community Leadership:** Enhance and lead the organization's public representation and image by being active and visible in the community..
 - a. Maintain strong relationships to the organization's constituents and their communities in order to keep our work aligned with their priorities.
 - b. Develop a strong and visible presence in our local area as the organization's ambassador.
 - c. Serve as the organization's primary spokesperson to the organization's constituents, the media and the general public.
 - d. Establish and maintain relationships with various organizations in our area and utilize those relationships to strategically enhance the organization's mission and programs.
 - e. Represent the organization and its constituents with school districts, the city, the county, and other professional, civic, and private organizations.
 - f. Develop and support leadership among our constituents and their communities to empower them to advocate for themselves.

Additional Responsibilities if hired as ED

- 4) ***Organizational Governance:*** *Govern and guide the organization to achieve its mission and vision. (If this position is hired as EcD, then this will be shared with the other EcD.)*
 - a. *Provide leadership and guidance for the direction of the organization and for major decisions and strategic choices it faces.*
 - b. *Communicate effectively with the Board of Directors and provide all information and reports necessary for the Board to function properly, make informed decisions, be involved in policy and fundraising decisions, and to increase the overall visibility of the organization.*
 - c. *Oversee organization for Board and Committee meetings.*
 - d. *Complete other duties as assigned by the Board of Directors.*
 - e. *Support the Board of Directors in effectively governing the organization. Implement the organization's strategic plan and lead all relevant committees and teams.*

- 5) ***Fundraising:*** *Raise money for the organization from donors and grantors.*
 - a. *Cultivate the organization's donors and solicit donations from them.*
 - b. *Participate in grant funding meetings and funding requests with foundations and grant-making organizations.*
 - c. *Participate in the grant-writing, application, and reporting process.*

- 6) ***Administration:*** *Ensure all administrative requirements and governmental obligations for maintaining our licenses and statuses with all relevant institutions and offices are completed.*
 - a. *Participate as needed in the completion of all relevant forms, applications, and processes in order to ensure our business and operating licenses are up to date.*
 - b. *Sign and participate in all paperwork and correspondences related to maintaining our tax exempt status with the county, the state of Colorado, the IRS, and any other relevant institutions.*

Desired Qualifications

1. Bilingual in English and Spanish (at least advanced proficiency in both languages, native-level fluency not required).
2. 3-4 years work experience in a leadership role, preferably a public-facing one.
3. 3-5 years program management experience.
4. Strong track record of effectively leading and managing organization and staff.
5. Strong written and verbal communication skills.
6. Self-directed, adaptable, and persevering approach to facing new challenges.
7. Detail-oriented and highly organized.
8. Maintain or establish residency in the Four Corners region.

Hours and Location

This is a full-time exempt position that includes primarily in-person work out of the Compañeros office in Durango, with flexibility for some remote work. The schedule will be standard working hours (Monday-Friday, 9am-5pm) with occasional work outside of standard hours for special events or public appearances.

Salary and Benefits

\$60,000 - \$68,000 annually. Compañeros offers its employees a competitive benefits package including medical and dental coverage, a retirement plan, flexible paid time off, and tech stipends.

To Apply

Applications will be accepted on a rolling basis, and priority will be given to applications received by April 20, 2023. To apply, please send a resume, cover letter, and three references to director@companeros.org or submit online at <https://www.companeros.org/careers>

Compañeros is an equal opportunity employer. All employment decisions are made on a non-discriminatory basis, and without regard to sex, race, color, age, national origin, religion, disability, genetic information, marital status, sexual orientation, gender identity/reassignment, citizenship, pregnancy or maternity, veteran status, or any other status protected by applicable national, federal, state or local law.

