



POSITION ANNOUNCEMENT **Executive Director, Circle de Luz**

Headquartered in Charlotte, NC

Applications are being accepted through June 30, 2022 or until the position is filled.

Circle de Luz seeks its first executive director. Join our team committed to empowering a generation of resilient and confident Latinas who actively work to create a better community for all. Be part of an established Charlotte-based nonprofit with a strong reputation and a proven track record.

ABOUT CIRCLE DE LUZ

Circle de Luz is a Charlotte-based non-profit that radically empowers young Latinas by supporting their transformation through extensive mentoring, holistic programming and scholarship funds for further education. Each year we select a new class of six to eight Latinas in seventh grade and then support them through high school graduation. During those six years, we provide our members and their families with dynamic program experiences inspired by the three core themes of our developmental model: Academic Support and College Readiness, Personal Development, and Community Awareness & Engagement. Our goal is to empower our members to be more confident and resilient while realizing they can create futures of their choosing. Upon graduation, each of our program participants (whom we call hijas) receives a \$5,000 scholarship to support their plans for further education.

Founded in 2008, Circle de Luz is committed to providing the highest quality program and the best possible outcomes for our members, their families, and our community while growing our impact across the city. We are a small but mighty organization with a staff of three and an annual budget of approximately \$240,000. Several members of the Board of Directors are founders and all play an active role in the organization.

ABOUT THE POSITION

Circle de Luz is seeking our first executive director. Until now, the Executive Committee has held the strategic vision and managed the staff team. The organization has grown to the point where it needs full-time, consistent, and inspirational leadership and management. The Executive Director will guide Circle's staff, volunteers, partners, and our members and families as we live our mission, vision, and values.

Responsibilities

As a small organization, Circle de Luz needs an executive director who is willing to be well-versed in all aspects of the organization, including the hands-on work needed for success. Our talented team of staff and volunteers is responsible for program delivery as well as fundraising, though both areas would benefit from a leader that keeps the pieces of the organization connected and moving forward. Our executive director will be responsible for the following:

- Work with the board, staff, partners, and the young women and families we serve to craft and implement a strong and inspiring strategic direction that meaningfully and respectfully supports young Latinas and their families
- Cultivate a positive environment grounded in learning, empowerment, and equity for the staff, volunteers, and those we serve
- Supervise staff and ensure that they have the skills, knowledge, and support necessary to set goals, make progress, reflect, and adapt as needed
- Attract and manage the financial and people resources needed for success
- Forge connections and partnerships with Latinx families, other nonprofits, donors, and those that are advancing the interests of the Latinx community in Mecklenburg County and in North Carolina
- Support the Board of Directors in their governance and fundraising responsibilities and ensure an ease of communication between the board and staff
- Ensure that Circle de Luz has adequate and up-to-date policies, procedures, and organizational systems for all aspects of the program, fundraising, financial management, and operations
- Ensure compliance with applicable nonprofit laws and maintenance of accurate and current corporate documents

Qualifications

We seek a leader with a proven track record and the following qualifications:

- Commitment to the full potential of young Latinas
- A Bachelor's Degree or at least five years of experience in a leadership position in a relevant field
- Experience supervising a team
- Experience with some aspects of non-profit management including fundraising, grant management, financial management and budgeting, board management, staff development, facilitation/public speaking, and coalition-building
- Bicultural with excellent written and oral communication skills in English & Spanish

Attributes

We are looking for a leader with the knowledge, skills, and attributes to lead a small yet growing nonprofit organization. We seek a leader who bring us much of the following:

- Knowledge of the challenges and strengths of the Latinx community in Mecklenburg County coupled with passionate commitment to all members of this community thriving
- Experience with public education, especially Charlotte-Mecklenburg Schools

- Experience managing and mentoring a passionate and skilled team of staff and volunteers with a heart-filled human-centered approach and a commitment to effective and open communication and collaboration
- The ability to tell authentic and inspiring stories that mobilize and engage
- Experience raising funds from individuals, corporations, and foundations
- A collaborative and positive leadership style that invites the contributions of all while also being decisive and action-focused
- A commitment to reflection, learning, and growth along with the willingness to try new things and take risks in service to our mission and our community

Salary and Benefits

This position is based in Charlotte, NC and is a full-time, non-exempt position with a salary range of \$60,000 to \$70,000. The Board is open to discussing a package of benefits.

The Executive Director is expected to work with the Circle de Luz team in-person in Charlotte, NC with some opportunity to work remotely. The Executive Director is expected to participate in some evening and weekend events. There is occasional travel within the region to meet with donors and partners.

APPLICATION PROCESS

The Board of Directors is conducting this search with support from Third Space Studio. To apply, please complete the application form at the link below. You will be asked to upload your resume, a cover letter, and contact information for three professional references. If you have any technical issues with the application, please contact meredith@thirdspacestudio.com. No phone calls, please. No applications will be accepted through email or third-party sites.

[Link to Submit Application](#)

A writing sample and short presentation will be required from finalists. Reference and background checks will be conducted before an offer is made.