



<b>Job Title</b>	Executive Director/CEO
<b>Reports to</b>	Board of Directors

## Purpose

PRAHD's Executive Director will implement the organization's strategic plan and oversee all operations by providing direction and leadership while creating highly successful integrated fundraising, community relations and public relations initiatives. Key to this effort is a well-developed and thoughtfully articulated long-range strategic plan for the organization in collaboration with the Board of Directors. This includes: establishing long-range operational and development plans; financial planning and monitoring of annual budgets in collaboration with PRAHD's Director of Finance. Overseeing all fundraising activities and evaluating and reporting on progress and status of PRAHD's activities at appropriate intervals. Other leadership functions include pursuing and securing private foundation grants, soliciting corporate support, overseeing special events and building membership and volunteers. The Executive Director is accountable to the Board of Directors and helps determine board needs and structure. The Executive Director identifies staff, volunteer/or consultant positions necessary to build a focused and creative team within the confines of the budget.

The Executive Director plays a leadership role in promoting the image of PRAHD and serves as the liaison to the media to enhance the organization's reputation and brand. The Executive Director represents PRAHD on designated Boards and committees. The Executive Director collaborates with community and corporate leaders and staff members to ensure their understanding and support of PRAHD's programs. The Executive Director will report to the PRAHD Board of Directors and works at the pleasure of the Board.

## Duties and responsibilities

- Create a culture of philanthropy that aligns with PRAHD's mission.
- Lead and manage the overall development plans and strategies that will result in new visibility within the philanthropic community and increased funding and support from corporations, foundations, individuals and government funders.
- Monitor fundraising progress in relations to goals, schedules and budgets; maintain sound financial practices.
- Maintain awareness of the external policy and political environment that affects the agency and shapes external and internal stakeholder's view.
- Assist with Board development, including identification of potential Board members with fundraising capabilities and other unique capabilities required for an effective Board. Develop a plan for identifying potential Board members and managing Board member rotation.
- Instill a human capital development and "coaching" culture within PRAHD



- Successfully builds necessary coalitions across the organization to effect change, as well as promotes overall respect for diversity, teamwork and open communication in the workplace.
- Deepen and refine all aspects of communication—from web presence to external relations with the goal of creating a stronger band.
- Ensure ongoing programmatic excellence, rigorous program evaluation, and consistent quality of finance and administration, communications, and system; recommended timelines and resources needed to achieve PRAHD’s strategic goals.
- Travel as required throughout the counties in the region.
- Perform other related duties as required

### **Qualifications**

- Bachelor’s degree, Master’s degree preferred from an accredited university with major coursework in philanthropic sciences, fundraising, nonprofit management, public affairs or public administration.
- Proven track record of excellence in organizational management with the ability to coach staff, and develop high-performance teams, set and achieve strategic objectives, and manage a budget.
- Past experience working with a Board of Directors with the ability to cultivate productive relationships and convey a vision of PRAHD’s strategic future with board members.
- Understanding of the local and national nonprofit landscape.
- Success executing fundraising and development strategies, inclusive of private and corporate solicitations, identifying income sources, membership acquisition, and grant writing.
- Capability to formulate a strategic plan in alignment with PRAHD’s vision, and implement courses of action at all operational levels to facilitate organizational growth.
- Ability to lead effectively in collaboration with diverse groups of people.
- At least 5 years of senior management experience.
- Past experience creating and maintaining high-level relationships within the philanthropic community, government, and private sectors.
- Excellent verbal and written communication skills.
- Fluency in Spanish is highly preferred.