

Director of Strategic Initiatives & Operations

Hispanic Alliance | Alianza Hispana
www.HispanicAllianceSC.com



ABOUT US

The Hispanic Alliance is a 501c3 nonprofit based in Greenville, SC, advancing economic opportunity for the growing Hispanic population. We envision a vibrant and inclusive community where everyone has access to opportunities for success and prosperity, and our mission is to foster collaboration and connectivity among people, resources, and cultures to build a thriving community. We convene the largest collaborative network of individuals and agencies working together to increase access to resources and eliminate systemic barriers in four priority areas: Education, Health, Legal Services and Financial Stability. Our work developing the next generation of leaders has been recognized nationally and globally.

We are a growing team of talented individuals who are passionate about our work and love people and collaboration. We are well known for our positive and entrepreneurial organizational culture, and our staff and volunteer network create the best work environment.

POSITION DESCRIPTION

Hispanic Alliance (HA) seeks candidates for the position of Director of Strategic Initiatives and Operations. This position will be crucial in helping align every aspect of the organization, top to bottom, supporting HA's growth, and ensuring organizational efficiency. This position will support internal administrative functions, guide and oversee strategic partnerships and initiatives, and support programmatic tasks as needed to ensure quality and consistency of operations across the organization and its programs.

Successful candidates must be collaborative, possess high emotional intelligence and communication skills, be strategically oriented, and demonstrate intangible qualities of leadership.

Key focus areas include, but are not limited to:

ORGANIZATIONAL LEADERSHIP

The position is part of the Leadership team and works closely with senior staff to develop and execute overarching strategies and goals to ensure organizational success. The Leadership Team speaks with one voice and leads by example, setting organizational culture, and developing well-rounded, values-based community leaders and professionals among all staff.

This position will be responsible for ensuring efficiency in all day-to-day activities that lead to successes in the following areas:

- Organizational Development & Growth
 - Fundraising
 - Public Relations/community profile
 - Program Development and Reporting
- People Development
 - Supporting professional growth of staff and volunteers
- Maintaining a positive organizational culture and fostering values
- Implementation of the HA Strategic Plan

OPERATIONS & ADMINISTRATION

In consultation with the Executive Director and Leadership team, this position serves as the administrative lead of the organization. They will be critical in ensuring that the organization is a healthy and sound nonprofit. Key responsibilities include:

Executive Management

- Board coordination & meeting preparation.
- Assistance to senior staff in administrative duties including scheduling meetings, managing calendars, making travel arrangements, etc.

Financial

- Budget creation, management, and reporting
- Annual audit execution and coordination with contractor
- Invoicing and payments processing, payroll, and other financial activities
- Meeting funders, media, and/or partner deadlines

Mission & Development

- Develop grant priorities in coordination with the leadership team, maintain grant calendar, prepare proposals, and manage grant writing contractor(s).
- Support planning and execution of HA's annual development strategy, campaigns, and special events as needed.
- Support development of high-level quarterly and annual reports.
- Support HA Network & Community Teams initiatives
- Represent HA in community meetings and activities relevant to the work of the organization.

STRATEGY & VISION

The person in this position must be a flexible strategic operator and communicator. Candidates should communicate clearly & effectively in terms of needs, organizational pace and abilities across all levels of the organization, connecting daily operations to strategy & vision, and vice versa. The right candidate must be able to:

- Quickly synthesize organizational vision/direction and be able to mobilize staff and volunteers in support
- Rapidly conceive of and deploy short/medium-term strategies to reach organizational goals
- Communicate the “why, when, where, how, and what” in a dynamic and often times vague environment

STRATEGIC INITIATIVES

Work with community partners to implement and support strategic community initiatives and special projects. Connect HA Vision, Mission and Strategy to opportunities to work with partners to further the HA Mission. Provide oversight, coordination, and support for initiatives such as:

- Equity in Public Health partnership and grant
- Development of Statewide Hispanic Common Agenda
- Statewide Strategic Arts Assessment
- Other outwardly facing strategic initiatives, research projects, etc.

JOB RELATIONSHIPS

Internal

- Reports to the Executive Director to manage operations.
- Serves as a member of the Leadership Team, working in close collaboration with senior leadership.
- Coordinates with Board members and Community Team leads, as needed.

External

- Fosters positive relationships with strategic initiative partners organizations across the state.
- Works closely with providers contractors such as HR, payroll, accounting, event services, etc.

ESSENTIAL QUALIFICATIONS/SKILLS

The internal culture of the Hispanic Alliance is fast-paced and nimble. Our diverse team brings a wealth of lived experiences, perspectives, and skills to our work family. Creating a sense of belonging and providing all teammates opportunities to grow and learn is a top priority. We are looking for a candidate that has demonstrated success in the following areas:

- Bachelor's Degree required
- 5-10 years of experience leading nonprofit or corporate teams
- Proven record leading diverse teams and growing people
- Demonstrated leadership, negotiation, communication and listening and influencing skills
- Proven ability to drive change and build a positive work environment
- Superb written and verbal communication skills
- Strong financial acumen
- Experience managing multi-site operations
- Available for moderate travel
- Ability to work collaboratively with diverse groups and demonstrated commitment to social change work.

HOURS

This is a full-time, exempt position, which requires flexibility and some travel.

LOCATION

This position is based in Greenville, South Carolina. While it is a hybrid position and there are opportunities to work from home, we expect candidates to reside in the Upstate of SC.

COMPENSATION/BENEFITS

\$60,000 - \$68,000 annually depending on experience + bonus based on achievement of goals. Health benefits available to full-time employees.

TO APPLY

E-mail a resume and cover letter to Jobs@HispanicAllianceSC.com