



## **Job description: La Vida Executive Director**

### **The organization**

La Vida, Inc. is a non-profit organization that runs La Vida Scholars, an after-school college access program charged with the mission of equipping low income, high-achieving Lynn students and their parents with resources and preparation needed to enter and persist at great colleges. The program began in 2007 and has served, or is serving, 150 low-income, primarily immigrant families in the city of Lynn whose children attend Lynn high schools. The program provides its students and parents many tools including but not limited to: academic support, campus visits, college entrance exam preparation, monthly parent meetings, matched college savings, individualized student advising and counseling, and help in completion of scholarship and college applications. Since 2007, the program has helped 84 families find over \$10 million in grants, scholarships and awards.

### **The opportunity**

La Vida is seeking an Executive Director to drive the overall strategy, fundraising, and program outcomes for a well-established and successful local program. The Executive Director will join a passionate founder and engaged local Board of Directors. Reporting to the Board of Directors, the Executive Director will play a vital leadership role in building a new team to carry on La Vida's college success and growth.

### **What you'll do**

- Ensure ongoing programmatic excellence and evaluation, and consistent quality of finance and administration, fundraising, communications, and systems; recommend timelines and resources needed to achieve the strategic goals.
- Build a high-performing and collaborative programming team, setting the tone for an authentic and positive work environment that results in staff satisfaction and retention
- Directly supervise and coach a program manager who manages the program team and program activities including the curriculum, test prep, scholarships applications, high school senior mentoring and other activities
- Develop, maintain, and support a strong Board of Directors
- Diversify revenue and plan for sustainability by building the infrastructure for the effective implementation of a comprehensive development plan
- Ensure effective systems to track scaling progress, and regularly evaluate program components
- Cultivate a climate of inclusiveness that promotes understanding and respect for diversity across staff, Board, students, families, donors and school and community partners
- Oversee financial management and budget
- Enhance organizational visibility
- Build strategic partnerships with colleges to enhance student success and brand recognition

### **Who you are**

The Executive Director position calls for a mission-driven leader who is committed to closing the opportunity gap for low-income youth. Specifically, this hire will bring:

- EXPERIENCE: 10+ years of professional experience, including 5+ years in a leadership role, at a youth development, educational, or similar organization
- LEADERSHIP: An authentic and engaging leadership style with an ability to inspire confidence and spread enthusiasm for an organization's work and mission
- PEOPLE MANAGEMENT: Skill as a team leader and people manager, with experience in coaching and guiding direct reports to increase overall management capacity
- STRATEGIC ACUMEN: Strategic thinking and planning skills to lead through growth and change, with demonstrated experience in data-driven decision making
- FUNDRAISING: A solid track record in leading and/or supporting external relations and raising money through major and individual donors, foundations, corporate sponsorships, and events.
- BOARD RELATIONS: Prior experience working closely with a Board of Directors, with the skill to leverage Board talent in strategic planning, oversight, and fundraising.
- CULTURAL COMPETENCE: Cultural sensitivity and humility in working with diverse and low-income populations, with an understanding of institutionalized racism and classism facing low-income communities.
- VALUES-ALIGNMENT: The ability to thrive in a collaborative and relationship-driven work culture, demonstrating personal qualities of empathy, openness, and authenticity
- ADDITIONAL QUALIFICATIONS
  - Bi-lingual English-Spanish language skills are a plus.
  - Prior experience leading a local/regional operation of a national nonprofit is a plus.
  - Bachelor's degree is required; Master's degree in education, nonprofit administration, social work, or related field is a plus.