



Executive Director Employee Job Description

Position Title: Executive Director

Reports to: The Board of Directors

Location: 601 Maple Community Center

Address: 601 E. Valencia Dr. Fullerton

Hourly Expectations: A salaried position with an expected 40 hour a week

THE ORGANIZATION

Solidarity is a Christian faith based non-profit that equips Latino immigrant families from under-resourced neighborhoods for community transformation. There are five identified barriers that inhibits Solidarity's neighbors from truly flourishing, so we work in deep relationships with neighbors to overcome the following barriers.

1. Educational Inequity
2. Youth Violence
3. A Broken Immigration System
4. Food & Financial Insecurity
5. A Lack of Representation in Places of Influence

Solidarity was originally founded in 2002 by a group of college students from Hope International University (Fullerton, CA) who were experimenting on how to embody their faith. Guided by a desire to "love others well," the founding Executive Director, Tommy Nixon, help lead the group of students discovered a low income community a few blocks from their campus. The Garnet community is a densely populated, immigrant, gang-influenced, predominantly Mexican neighborhood that, in the past, was identified solely by the negative actions that took place within the community. Solidarity first engaged the neighborhood by developing an elementary afterschool tutoring program in the City of Fullerton's community center space. This was a context for developing deeper relationships with the neighbors. Over time, trust and mutuality developed between Solidarity and the neighbors

In 2023 Solidarity is an organization that has 3 initiatives (Education, Neighborhood, and Immigration), hosts 4 org-wide events, with 11 programs, that regularly engages approximately 200 individual neighbors, 60 families, and 130 immigration clients.

Solidarity's overall budget is \$719,000, \$300,000+ in reserves, while currently employing 13 total staff (5 FT, 8 PT).



THE POSITION

We're looking for an extremely organized, high-capacity leader to be the face of the organization and move Solidarity into a new season of engagement at a neighborhood, city, and county/regional level. Currently the organization is well networked within North Orange County consisting of 38 partners: 13 churches, 3 businesses, 4 regional/national networks, 3 universities, 2 granted NPO partners, and just under 100 monthly donors.

The Executive Director must be responsible for assuring Solidarity works with staff, volunteers, donors, granters, and partners to achieve its mission and financial objectives.

SCOPE OF WORK

1. Vision/Mission/Strategy: Implement vision, mission, strategy, and direction of the organization
2. Operations & Culture: Set and cultivate the culture the organization
3. Budget/Finance: Create annual budget, develop fundraising plan, and raise the annual budget by the end of the year.
4. Board of Directors: Work with the board chair to maintain board policy and fulfill organizations mission.

RESPONSIBILITIES

Vision, Mission, & Strategy

- Work with Executive Team and Solidarity Staff to execute Solidarity's mission and strategy to fulfill the vision
- Develop & execute strategic vision/plan utilizing staff, volunteers, partners, donors, and neighbors/clients
- Ensure high visibility to prospects and the public. Responsible to promote and uplift Solidarity's reputation by being active and visible within the community and working closely with other professional, civic and private organizations.

Operations & Culture

- Develop and maintain a positive, dignifying, and organizational culture
- Build and nurture a high-performing executive team
- Responsible to hire, develop, and retain competent and qualified staff personnel to support the programs and Solidarity's mission.
- Maintain excellent character and compassion as the leader and primary spokesperson representing Solidarity.
- Assure that all programs and staff are aligned to Solidarity's mission and are working together to accomplish the organization's stated outcomes.

Budget/Finance

- Develop and maintain a positive, dignifying, and organizational culture



SOLIDARITY

- Identify and implement cost-effective ways to deliver dignifying programs that increase access and opportunities for neighbors/clients to flourish.
- Build and administer the annual budget with Board approval
- Drive development and fundraising in collaboration with the Executive Staff and the Strategic Sustainability Team to meet all budgetary needs.
- Initiate, cultivate, and extend relationships with the organization's portfolio of individual, foundation, corporate, and grant supporters.
- Ensure the organization's financial stability and sustainability by maintaining healthy cash flow and adequate reserves.
- Assume responsibility for the fiscal integrity of the organization.

Board of Directors

- Develop and work with the board ensuring that board committees and efforts are well organized and funded
- Maintain regular and ongoing communication with the entire board, informing them of internal organization matters, including relevant staffing, funding, and program success and priorities.
- Attend all Board meetings and provide necessary reports and updates on staff, as well as all current work.
- Implement Board Policies and procedures and build support for Board decisions amongst staff.

QUALIFICATIONS

Required

- 3-5 years of experience in an Executive role at a nonprofit, foundation, government, and/or similar industry.
- Exceptional character that promotes and amplifies both dignity and love of all people driven by a desire to model Jesus' life.
- Strong business acumen and a history of providing visionary leadership at the executive level.
- Demonstrated ability to work effectively with youth and parents from diverse communities and cultures.
- Excellent written, oral, and public speaking skills; a persuasive and passionate communicator with strong interpersonal and multidisciplinary project skills.
- Prior success in motivating, recruiting, developing, retaining, and mentoring high performance, mission-driven, and results-orientated teams.
- Familiarity with diverse business functions such as marketing, public relations, human resources, etc.
- Experience with community development and community organizing.
- Intermediate computer skills (Microsoft Office, email, Google Drive)



SOLIDARITY

- An understanding of the larger vision of Solidarity and the ability to effectively implement the vision in the program

Preferred

- Bachelor's or advance degree
- Familiarity working with the faith community in a local context.
- Proven experience executing organizational growth and leading a similar sized non-profit.
- Highly preferred bilingual & bi-literate in English and Spanish

COMMITMENT & COMPENSATION:

Executive Director is \$62,400 to \$71,920 annual salary based off of experience

Also included:

- Employer-provided medical health insurance
- PTO eligible after one year of employment
- Organizational wide sabbatical week
- 15 additional paid holiday days
- Option for employee-deducted dental, vision, & retirement