

JOB DESCRIPTION/ POSITION ANNOUNCEMENT

LATINO WORKER SAFETY CENTER POSITION ANNOUNCEMENT EXECUTIVE DIRECTOR

Position Title: Executive Director

Reports to: LWSC Board of Directors

See: <https://lwsc.org/>

Summary

The Executive Director reports to and works collaboratively with the Board of Directors in leading the growth and sustainability of the Latino Worker Safety Center (LWSC), taking it from its current stage to a more mature organization capable of delivering on its long-term vision and mission. The Executive Director ensures that the LWSC's fiscal, operational, developmental, and programmatic strategies are effectively implemented across all segments of the organization.

Responsibilities

Strategic Vision and Leadership

- Work closely with Board of Directors to facilitate effective implementation of board development, strategic and sustainability plans, while ensuring that the budget, staff, and priorities are aligned with the LWSC's core mission.
- Provide leadership and direction to staff and ensure the continued development and management of a professional and efficient organization; establish effective decision-making processes that will enable LWSC to achieve its long- and short-term goals and objectives.
- Cultivate a strong and transparent working relationship with the Board of Directors to ensure open communication about the measurement of financial, programmatic, and impact performance against stated milestones and goals.
- Assist the Board of Directors in building a pipeline of diverse and inclusive future Board members representative of the multi-lingual community who are highly engaged and willing to leverage and secure resources in support of the LWSC.

Development

- Build and maintain trust with major stakeholders and forge strategic partnerships with other entities to leverage resources and enhance LWSC's programs and services.
- Ensure that fundraising efforts result in the flow of funds that permit LWSC to make continuous progress towards the achievement of its mission and that those funds are allocated properly to reflect present needs and future potential.
- Maintain and promote LWSC's image, reputation, and track record as a fiscally-sound and programmatically-responsible organization and premier workforce training provider.
- Represent and promote LWSC within the broader community, as well as at funder meetings, technical workshops, conferences, and public relations events.

Operations and Program Management

- Ensure quality control of all training programs and grant-funded initiatives.

- Oversee the financial status of the organization, including developing long- and short-range financial plans, monitoring the budget, and ensuring sound financial controls are in place; set financial priorities accurately to ensure the organization is operating in a manner that supports the needs of the programs and staff.
- Serve as the principal grant-writer and lead/guide grant-writing teams on such tasks as researching, planning, writing, editing, and preparing final grant proposals for submission.
- Foster and reinforce a mission-based, team-based, value-driven work environment.
- Rationalize the delivery of programs through new and existing offices and partnerships.
- Keep abreast of federal, state, and local grant and contract rules and regulations as well as innovative developments in the field of adult education and fundraising. Pursuing those grants that are appropriate and relevant to LWSC's programmatic goals.

Required Qualifications

- At least 10 years of professional experience overall, with a minimum of 5 years of senior leadership experience supervising staff.
- Experience in the construction safety industry is considered advantageous.
- Solid educational background including an undergraduate degree, preferably in safety and health; and advanced training or certification in safety and health and adult education.
- Work experience with non-profit organizations, grants, as well as federal, state, and municipal funding entities, and private foundations
- Strong relationship builder and communicator with experience leading diverse teams, developing an organization-wide strategy for program excellence, engaging community partners, and partnering with a Board of Directors.
- Board development, fundraising through donors and federal grants, marketing/branding, and fiscal management experience required.
- Track record in financial management, stewardship, and developing strategies to successfully increase revenue.
- Financially savvy and politically astute leader with the ability to set clear priorities, delegate, and guide investment in people and systems; excellent organizational and problem-solving skills.
- Excellent coalition-building skills, persuasive negotiator able to achieve consensus and support.
- Proven success in building strong and productive work teams with a focus on mentoring and staff development.
- Strong analytic, creative, problem-solving, and strategic thinking skills with a demonstrated ability to create, implement, and monitor complex plans and translate those plans into goals, concrete strategies, and positive outcomes.
- Proficiency in Microsoft Office Suite (Word, PowerPoint, Excel, Outlook) and the use of current office technology.

CONTACT INFORMATION

LWSC Website: <https://lwsc.org/>

Please send resume to Contact@LWSC.Org Or reach out to us at 708-449-9500

Mail: LWSC, 4415 Harrison STE 404, Hillside IL 6016