

Job Title: Adelante Mujer Executive Director

JOB SUMMARY: Under the direction of the Board of Directors, the Executive Director of Adelante Mujer assures that the mission of the organization is fulfilled. Responsibilities to administer the ministry of Adelante Mujer include:

Administration:

- Ensures compliance with all federal, state, and internal policies and regulations regarding the maintenance of non-profit 501(c)(3) status
- Manages staff, contracted services and volunteers that includes hiring, developing and holding accountable individuals to meet the work expectations in the United States and Nicaragua.
- Creates and maintains the infrastructure for providing Adelante Mujer financial assistance to students who meet established criteria.
- Coordinates the financial distribution process, database management, gift acknowledgement and financial accounting processes and manages contracts for external firms for accounting and audits.
- Develops and maintains the financial standard operating processes and procedures to ensure effectiveness in meeting financial goals, compliance with regulations and internal policies in the United States and Nicaragua.

Fund Development

- Actively solicits donations and seeks opportunities to increase donor base
- Maintains contact with donors and interested organizations
- Oversees grant writing process and the submission of required reports

Board Contacts

- Prepares annual budgets and provides reports and other tools to the Board of Directors to assist with general and fiscal management of the organization
- Prepares materials for and attends all meetings of the Board of Directors
- Serves on Executive, Finance and Development Committees
- Maintains/back up all significant documents

Student Contacts

- Travels to Bilwi, Puerto Cabezas, Nicaragua to do on-site work annually or as needed
- Reviews applications and interviews applicants/accepts applicants
- Reviews student grades each semester and accepts students who qualify
- Maintains personal contact, via social media, with Adelante Mujer students
- Manages payment for each student and assures that finances are available for each student for the duration of her studies
- Orders stethoscope gifts for students who complete the medical program.

Knowledge, Skills and Abilities

- A thorough working knowledge and understanding of nonprofit accounting, budgeting and fiscal management (Quickbooks, Excel and Word).
- Demonstrates ability to identify problems and prescribe solutions including policies and operational solutions; ability to think strategically, anticipate future consequences and trends and then incorporate them into planning.
- Ability to work independently, lead others and collaborate with others.
- Demonstrates ability to work effectively and establish harmonious working relationships with the Board of Directors and Board Committees, peers, employees, students, faculty, volunteers and donors.
- Ability to communicate effectively and diplomatically through both oral and written English. Ability to communicate in Spanish would be an asset.
- Ability to convey an image of professionalism and dedication in work related activities.

Physical Demands:

- Ability to hear and speak
- Requirements related to travel to Nicaragua at least annually
- Ability to adapt to living and working in Nicaragua during business trips

Supervisory Responsibilities:

Supervises a small staff of part-time employees and volunteers

Qualifications:

Required Education: Bachelor's degree in accounting, business management or related field.

Preferred Education: Master's degree in business or nonprofit management, accounting, or related field.

Desired Experience: A minimum of five (5) to seven (7) years of progressively responsible organizational and financial management experience.