



Centro Cultural de la Raza • 2004 Park Blvd • San Diego, CA 92101

### **JOB DESCRIPTION: Executive Director**

**Full-time:** 40 hours per week (mostly on-site and some remote)

**Schedule:** General working hours will be Monday - Friday, with a flexible schedule. On occasion hours will include nights or weekends for work related events or functions.

**Compensation:** \$80,000 plus benefits

**Benefits:** Full Medical, Dental and Vision coverage

**PTO:** 13 paid holidays; starting vacation of 2 weeks; accrued sick days

**Reports to:** Board of Trustees

**Extended Application deadline is October 15, 2023**

**To Apply:** Send your resume and cover letter describing your interest in the position and background in Chicana/o, Border, Indigenous, and/or Latina/o/x art and culture to [president.centro@gmail.com](mailto:president.centro@gmail.com). Cover letter is required.

### **About Centro Cultural de la Raza**

Centro Cultural de la Raza is a 501(c)3 nonprofit organization located in the unceded land of the Kumeeyay people (San Diego, CA). The Centro's mission is to create, preserve, promote and educate about Chicana/o, Mexican, Latina/o/x and Indigenous art and culture. San Diego's Centro Cultural de la Raza was founded in 1970 as a Chicano Community Cultural Center and functions as an alternative space that encourages and facilitates artistic growth and cultural exchange in the San Diego/Tijuana border region. The Centro provides art and dance classes and features a dynamic inter-disciplinary schedule of events which includes exhibits, musical performances, installation art, readings, receptions, Danza Azteca, Teatro Chicano, Puerto Rican Bomba, Ballet Folklorico, film screenings and other events. Learn more about us at: <https://centrodelaraza.com/>

### **Job Overview**

The Executive Director (ED) position is a leadership role within the organization whose primary role is to help further the vision of the Centro Cultural de la Raza, grounded in its historical commitment to Chicana/o, Mexican, Indigenous and Latina/o/x arts and Culture. The ideal candidate will support the administrative team and serve as a liaison to the Board of Trustees in tandem with the Arts Advisory Committee (AAC) and Community Advisory Council (CAC). The Executive Director is responsible for securing the resources necessary for Centro to conduct its daily operations (currently ~\$50,000

budget), as well as to complete the capital campaign fundraising goals. Ideally this individual has experience in the fields of development, finance and strategic planning, with a deep understanding of contemporary and historic Chicana/o/x art practices, collection development, exhibition, interpretation, and research strategies for the Centro. The Executive Director will be familiar with nonprofit financial practices and implement practices that enable long-term planning and projections while maintaining an awareness of the day-to-day financial operations. As Centro grows and larger grants and contracts are awarded, the Executive Director must navigate bringing up financial and operational capacity to the level required for compliance, reporting and consistent monitoring. They will directly oversee the Operations Manager and the committees within the Centro. Oversight focus is on a combination of finance, development and operations. This individual should be a visionary thinker, strategic planner and adept at synthesizing the big picture with granular details for the purpose of continuing the Centro's original mission. Ideally they are a strong collaborator and leader with an eye towards encouraging leadership opportunities and professional development within the team.

### **Leadership**

- Building community relationships and networks in line with the goals, strategies, and mission of the organization
- Deepen the center's relationships with the Chicana/o/x art world, cultivate relationships with artists, collectors, and potential partner institutions;
- Serve as public spokesperson for Centro when meeting with potential community partners and networks
- Speak at events, conduct presentations, and represent the Centro through attendance at conferences and workshops;
- Provide reports to the Board of Trustees as needed; will serve as basis for annual evaluation

### **Staff Oversight**

- Overseeing Development, Finance and Facilities committees
- Supervising operations manager, and operational programming committee
- Set goals for performance and deadlines for employees and volunteers

### **Development**

- Developing and implementing funding strategies in collaboration with Board of Trustees
- Overseeing earned and contributed revenue as tied to meeting annual operations budget goals
- Growing existing relationships with foundations and establish new funder relationships
- Providing development support (i.e. grant writing, individual giving and foundation funding)

### **Finances**

- Overseeing grant tracking, reporting and reconciliation; management of complex, substantial, multi-year grants
- Supervising management of monthly financial statements
- Reconciling monthly finances with Board Treasurer & Bookkeeper
- Approving artist, vendor and client check requests with Board Treasurer
- Overseeing Project Management for grant-funded Artistic projects

## **Operations**

- Managing operational finances
- Overseeing facility projects, maintenance and security
- Overseeing large renovations and projects
- Supporting with annual reviews for team members
- Overseeing employee reviews for direct reports

## **Programming**

- Supporting AAC with implementation of Centro's Mission, reflected through strategic program development and creation rooted in preserving culture, social justice, arts, & community building
- Developing and overseeing new grant-related Artistic projects, their budgets and implementation
- Expanding relationships with artists for new artistic projects

## **Skills**

- Bilingual in Spanish/English
- Strong written, verbal and interpersonal skills
- Visionary mind
- Good-natured, flexible and the ability to work under pressure.
- Strong collaborative work abilities
- Empower staff in their ability to lead and receive constructive feedback
- Ability to work well with diverse populations, nationalities, cultures, backgrounds, sexual orientations, genders, etc,
- Experience in grant writing and management
- Responsive communicator via all mediums: Email, Phone, etc.
- Autonomous self-starter
- Background in management, project management, or finance
- Experience developing budgets
- Proficient in Quickbooks and Excel
- Strategic, analytical thinker

## **Preferred Experience/Qualifications**

- A Bachelor's Degree in Chican@ Studies, Latin@ Studies, Ethnic Studies, the Arts, business administration, or finance; or a minimum of 10 years experience in the arts, arts education or a related field; Master's Degree in any of the above or other related fields is a plus
- A minimum of 5 years experience in the nonprofit sector
- 3+ years of supervisory experience
- 4+ years of financial management of a department or an organization
- 4+ years of development management experience i.e. individual giving, grants funding and corporate contributions
- Demonstrated commitment to grassroots activism and community organizing in Chicana/o/x and/or Indigenous arts & culture

**Centro Cultural de la Raza is an equal opportunity employer.**