SUMMARY:
Do you seek an environment that encourages everyone to grow to their fullest potential? Are you a visionary person who advocates for economic opportunities for all? Are you passionate about building a more just society by empowering Latinas to lead? Join the Adelante Mujeres family and become part of a growing organization providing award-winning programming and holistic services to more than 13,000 individuals annually in Oregon. Located in Forest Grove, Oregon and founded in 2002, Adelante Mujeres is known for innovative responses to community concerns.

RESPONSIBILITIES:
The Director of Microenterprise Programs is responsible for guiding and integrating the Microenterprise Department to assure the delivery of excellent, integrated, culturally responsive services with measurable results in support of Adelante Mujeres’ mission, vision, and values. The Director supervises program leads and provides strong and supportive guidance to all staff within the Department. The Director professionally represents the organization and is responsible for ensuring respectful collaboration among staff, partners, volunteers, and participants. The Director of Microenterprise Programs is a member of the Senior Management Team and reports to the Executive Director.

• Builds, motivates, and promotes a high-quality Microenterprise Team by creating and encouraging a participatory work environment where mutual accountability for shared work, respect, professionalism, open communication, and trust are highly valued.
• Oversee all aspects of the development, implementation and strategic growth of the Microenterprise programs.
• Guides the development and implementation of the Strategic Plans of the Microenterprise Team.
• Ensures Microenterprise Programs deliver high-quality, culturally responsive services, and utilize curricula and materials that are culturally and developmentally appropriate to further grassroots empowerment and economic justice.
• Monitors the external environment and listens deeply to the impacted community regarding issues of concern; provides clear analysis and strategic recommendations for wealth building and economic stability for families in the program.
• Represent Adelante Mujeres’ Microenterprise programs in diverse committees and collaborates with local, regional, and state community networks to promote and foster community sustainability.
• Leads the development and implementation of appropriate program assessments.
• Manages program budgets and grant expenditures and approves expenses.
• Assists in writing program-related grant proposals, meeting with foundation officers and other potential funders, and writing progress reports.
• Supports policy and advocacy initiatives that are part of Adelante Mujeres’ Policy Plan; leads advocacy efforts related to Microenterprise Programs
• Work in collaboration with Adelante Mujeres’ Education, Leadership and Advocacy, and Health Equity departments to ensure participant and community support integration.
• Communicates effectively with all Adelante Mujeres staff, partners, and families.
• Supports Adelante Mujeres’ Mission, Vision, and Values in daily activities.

QUALIFICATIONS:
We recognize that there are multiple expressions of professional readiness. When we review applications, we take a comprehensive look at each applicant. Our goal is to assess your unique strengths. The ideal candidate has many of the following skills and experience:
• A passionate commitment to the goals and mission of Adelante Mujeres and support for immigrant and BIPOC communities
• 4-6 years of experience in nonprofit management.
• 4-6 years of experience supervising employees and volunteers.
• 4 years of experience in program management.
• Experience facilitating training to adult learners.
• Advanced knowledge of financial, accounting, and bookkeeping principles.
• Strong knowledge of Microsoft Office Suite including Word, Excel, and PowerPoint and online technology platforms such as MS TEAMS, MS SharePoint, Zoom, Facebook, Canva, and Google Hangouts.
• Proven ability to develop effective and collaborative relationships with participants and stakeholders.
• Must be fully bilingual in English and Spanish with strong written and oral skills, and culturally proficient.
• A Bachelor’s or Master’s degree or comparable experience in non-profit management, business administration, social services or similar topic.
• Passionate about education, social justice, diversity, and women’s empowerment.
• Demonstrated experience working with and motivating Latine families.

Additional Requirements:
• COVID-19 vaccine and booster required except for religious or medical accommodation
• Complete Criminal Background Check
• Possess current driver’s license and auto insurance coverage
• Ability to work evening and weekend hours; ability to travel to off-site venues for meetings, events, and professional development.

SALARY & BENEFITS:
• Salary range: $78K - $90K depending on qualifications
• Classification: Full-time, exempt
• Telework: Up to 2 days a week
• Benefits: health, vision, dental, short-term and long-term disability, 401K pension plan, life insurance, EAP, professional development opportunities, paid leave of absence, paid holidays (12.5 days annually), sick days (9 days per year), personal days (3 days per year), vacation per year (up to 20 days years one through five, up to 25 days after five years), and sabbatical (1 month at 10 years of employment)
• Opportunity for broad and impactful work with a visionary, growing organization

TO APPLY:
Please complete a job application or submit the following material electronically (PDF preferred) to hr@adelantemujeres.org (no phone calls, please)
• A one-page cover letter outlining your qualifications, experience and interest in the position and Adelante Mujeres
• A resume detailing relevant experience, qualifications, work history, education and accomplishments
• Three professional references may be requested later in the hiring process

Thank you for your interest in employment at Adelante Mujeres. We will be contacting the applicants whose applications indicate a strong combination of relevant experience and qualifications and skills.

Closing date: Open until filled   Anticipated start date: February 1, 2023

Adelante Mujeres is an equal opportunity employer and does not discriminate on the basis of sex, race, color, religion, sexual orientation, national origin, cultural heritage, ancestry, political belief, age, marital status, pregnancy, perceived pregnancy, childbirth, breastfeeding, or any related medical condition, physical or mental disability or veteran status in accordance with applicable federal and state laws. Adelante Mujeres is compliant with the American with Disabilities Act and we are committed to making special accommodations for your interview or work as a member of our team. If specific accommodations are needed, please notify hr@adelantemujeres.org and we will work to accommodate your needs.

------------------------------EQUAL OPPORTUNITY EMPLOYER------------------------------