



Programs Director

Job Description

About ¡HICA!

This Hispanic Interest Coalition of Alabama, ¡HICA!, is one of the most successful social impact organizations in Alabama and has been the major catalyst for the empowerment and economic progress of the Latino community for over 20 years. ¡HICA! is a non-profit organization with a successful track record of providing over 5,000 residents annually with quality services while advocating to local and state leaders for policies that improve the quality of life of all residents. ¡HICA! achieves its goals with its staff of 24 full time employees and works collaboratively with community partners and government agencies. Currently, ¡HICA! established an LLC, Camino Loan Fund, that will become a CDFI and has an initial goal of raising \$1M to deploy to small business owners. ¡HICA! operates community programming in the areas of women's leadership development and civic engagement, college and career readiness, and financial literacy and economic development. ¡HICA! is located in Birmingham, AL and has a \$2.25 million operating budget.

Job Summary

The Programs Director is responsible for management, development, and evaluation of programs dedicated to the social, civic, and economic integration of Latinx families in Alabama. A senior position and thought leader of the organization, the Programs Director is a member of the leadership team.

Reports to: Chief Operating Officer (COO)

Status: Full-time, Exempt

Location: Birmingham, Alabama

Related duties and responsibilities:

Leadership and Management

- Collaborate with the CEO and COO in organizational policy-making, reviewing and analyzing programmatic needs, developing annual program budgets, establishing priorities and developing short and long-term programmatic goals
- Work with CFO to make sure that timesheets, mileage requests, and receipts are submitted promptly

¡HICA! is a community development and advocacy organization that champions economic equality, civic engagement, and social justice for Latino families in Alabama.



- Work with Grants Manager to develop and define programmatic grant goals, ensure that goals are achieved, and reports are submitted
- Works with Development Manager to collect success stories
- Work with Data Analyst to collect programs data in ETO and measure program activities and impact
- Evaluate new opportunities, including grants and partnerships, and whether those initiatives align with ¡HICA!'s mission and strategic goals
- Provide the COO with consistent updates on the status of program and human resource concerns, suggestions, etc. and addresses concerns directly and promptly
- Maintain and cultivate relationships with community partners to further programs development and mission.

Programs Management

- Supervise program managers, evaluate performance, support and encourage ongoing professional development, facilitate ongoing manager meetings and initiatives that increase cross-program collaboration
- Work with Program Managers to develop programs budgets
- Ensure each program and major initiative has clear objectives, activities and evaluation methods that align with ¡HICA!'s strategic priorities and are reflected accurately in grant proposals, budgets, and work plans
- Assure compliance on all grant requirements
- Organize programs statistics on a monthly, quarterly and annual basis
- Works with Programs to create Program Sustainability Frameworks (PSFs) to ensure programmatic sustainability
- Coordinates Outreach Calendar for Programs Staff
- Facilitate cross-programmatic collaboration and strengthen internal communications internally with staff; create and promote a positive, inclusive work environment that supports consistency throughout the organization's strategy, operational methods, and data collection needs
- Monitor and uphold ¡HICA!'s commitment to excellent customer service across programs

General

- Be a keeper of organizational culture of continuous improvement, maintenance of core values, and wellness
- Other duties as assigned.

Qualifications:

- Deep commitment to ¡HICA!'s mission and knowledge of community development and Latino, immigrant, and women's issues
- Bachelor's degree in social sciences, business management, or related area preferred or equivalent experience; prior nonprofit experience strongly preferred



- Minimum of 3 years supervisor experience required; strength in hiring, managing, coaching, and retaining individuals and a solid understanding of human resources
- *Strongly preferred bilingual/bicultural:* Spanish/English with excellent written & oral communication skills in both languages
- Grant writing and reporting experience preferred
- Strong project management skills managing complex, multifaceted projects resulting in measurable successes and program growth
- Database management experience strongly preferred
- Knowledge of fiscal management and budgeting a plus
- Self-starter with strong interpersonal, organizational and record keeping skills
- Must demonstrate empathy and understanding of the newcomer experience
- Highly Proficient with MS Office; donor database experience a plus
- Commitment to community development, helping low-income communities of color, strong work ethic, and understanding of non-profit business models
- Professional demeanor and willingness to cooperatively participate on a team in a mission-based organization
- Ability to demonstrate the greatest level of flexibility and adaptability in an environment with frequently changing priorities

Compensation:

Competitive annual salary range of \$55K-\$60K based on experience and qualifications plus excellent benefits package that includes Blue Cross Blue Shield Health and Dental (Vision optional) paid at 100% for each employee with coverage starting on first day of employment, 3 weeks' PTO & sick leave plus 12 paid holidays, 2 weeks closure at end of year, and 403(b) Retirement Plan with 3% company match after one year of service.

How to Apply:

Send resume and cover letter to Carlos Alemán at hr@hicaalabama.org.

¡HICA! is an Equal Opportunity Employer

The Hispanic Interest Coalition of Alabama hires the most qualified candidates without regard to any person's race, color, sex, gender, gender identity, gender expression, age, religion, ethnicity, sexual orientation, parental status, marital status, military discharge status, or source of income.