



## **Programs Director**

### Job Description

#### **About ¡HICA!**

The Hispanic and Immigrant Center of Alabama (¡HICA!) is a community development and advocacy organization that champions economic equality, civic engagement, and social justice for Latine and immigrant families in Alabama. We are a successful social impact organization and have been a major catalyst for the empowerment and economic progress of the Latine community for 25 years. We provide over 4,000 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 a staff of 30+ full-time employees and works collaboratively with community partners and government agencies. ¡HICA! operates community programming in leadership development and civic engagement, college and career access, and financial literacy and economic development. We are in Birmingham, Alabama and operate on a \$2.7 million budget.

#### **Job Summary**

The Programs Director is responsible for the management, development, and evaluation of ¡HICA!'s 4 primary programs (Strong Families, Citizenship and Immigration, Empowering Communities, and Community Economic Development) dedicated to the well-being and advancement of Latinos and immigrants in Alabama. A senior position and thought leader of the organization, the Programs Director is a member of the leadership team.

**Reports to:** Chief Executive Officer (CEO)

**Location:** Birmingham, Alabama

#### **Related duties and responsibilities:**

##### ***Leadership and Management***

- Collaborate with the CEO and Finance & Ops Director in organizational policymaking, reviewing and analyzing programmatic needs, developing annual programs budgets, and developing short and long-term programmatic goals.
- Work with Finance and Operations Director to make sure that timesheets, mileage requests, and receipts are submitted promptly for all program staff.
- Works with Grants Director to develop and define programmatic grant goals, ensure that goals are achieved, and reports are completed and submitted.
- Works with Development Director to ensure staff participation in fundraising efforts and collect success stories.
- Works with Policy Director to inform advocacy positions based on programmatic work.



- Works with Data Analyst to collect programs data and measure program activities and impact. Monitors and evaluates programs' effectiveness and impact and uses findings to inform program improvements and strategic planning.
- Works with Camino Loan Fund Director to coordinate efforts between CDFI (Community Development Financial Institution) and CED (Community Economic Development) program.
- Evaluates new opportunities, including grants and community partnerships, and whether those initiatives align with ¡HICA!'s mission and strategic goals.
- Provides the CEO and Finance & Ops Director 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 with all grant requirements.
- Organize programs' statistics on a monthly, quarterly, and annual basis.
- Works with Program Managers to develop and update Programs specific Policies and Procedures.
- Coordinates Outreach Calendar for Programs Staff
- Facilitate cross-programmatic collaboration and strengthen internal communications 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.
- Promote and maintain asset-based framework.
- 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.



- Experience in programs and project development emphasizing data and impact measurements and budget management.
- *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.
- Self-starter with strong interpersonal, organizational and record keeping skills.
- Must demonstrate empathy and understanding of the newcomer experience.
- 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 starting annual salary range of \$70K-\$75K based on experience and qualifications. 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 (Paid Time Off) & sick leave plus 11 paid holidays, 2 weeks closure at end of year, one week closure mid-summer break, and Retirement Plan with 3% company match after one year of service.

**How to Apply:**

Send a resume and cover letter to Carlos Alemán, at [hr@hicaalabama.org](mailto:hr@hicaalabama.org).

**iHICA! is an Equal Opportunity Employer**

*The Hispanic and Immigrant Center 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.*