



CALL FOR APPLICATIONS - EXECUTIVE DIRECTOR RESPONSIBILITIES, DUTIES, CAPABILITIES AND QUALIFICATIONS

BACKGROUND

Launched in 2023, the Latino Advocacy and Leadership Association's - Whatcom (LALA-W; see lala-w.org for more information) was founded as a direct response to the Latino community's population growth and need for expanded support.

We are pleased to announce we are accepting applications for the inaugural position of executive director of LALA-W. We see this as an exciting opportunity for someone with strong vision and initiative, cultural and linguistic competence, and collaboration and relationship building ethos to lead an emerging organization in fulfilling its mission to advance the Whatcom Latino community.

Partnering with LALA-W's Steering Committee, the executive director will be responsible for taking LALA-W to its next organizational level via implementation of its strategic plan which includes a fundraising strategy, activating and managing key programmatic activities, expanding its community partnerships, establishing the organization as a 501(c)3 nonprofit and most importantly, ensuring Latino community members have access to the culturally aligned support essential for building thriving lives.

DUTIES AND RESPONSIBILITIES

Accountable to LALA-W's Steering Committee, the executive director will be skilled in and responsible for six organizational functions: 1) leadership and governance, 2) community engagement and advocacy, 3) management and operations, 4) finance management, 5) fundraising, 6) work environment and organizational culture.

Leadership and Governance

- Implements and maintains a clear organizational vision and strategic plan
- Builds a positive work environment responsive to diverse cultures
- Builds a strong partnership with the current LALA-W Steering Committee and in the future, a formal board of directors
- Ensures the organization maintains a sustainable financial plan
- Focuses on achieving results and accountability in alignment with LALA-W's priorities and goals

Community Engagement and Advocacy

- Builds community partnerships across multiple county sectors – from human service providers to small businesses – to grow LALA-W's partner network

- Supports leadership development and participation of Latino community members in governmental and key community decision-making process
- Leads and/or participates in advocacy and mobilization activities to advance community change agendas
- Engages with local and county governmental systems and leadership, community political leadership and relevant decision-making processes
- Maintains an information distribution system to communicate with the Latino community about important events, issues and decisions

Management and Operations

- Supervises program activities to build community influence and resource access
- Establishes consistent internal operating and administrative systems
- Ensures effective staff communications to maintain coordination of work priorities
- Provides quality staff oversight to ensure high performance and job satisfaction
- Oversees and works with the Communications Work Group to develop and strengthen LALA-W communications systems (website, social media, etc.) and strategy
- Responds to communications in a timely, positive and productive manner

Work Environment and Organizational Culture

- Leads with clear organizational values to guide work and support staff
- Applies collaborative team approach in managing work
- Recognizes and supports diverse cultures and work styles
- Delegates and supports staff autonomy in managing work
- Maintains a leadership approach that is open to feedback and growth

Finance Management

- Ensures organizational budget is balanced
- Ensures the organization maintains a sustainable financial plan
- Maintains sound finance management systems and practices
- Develops budget with Steering Committee approval
- Provides financial reports to LALA-W Steering Committee and future board
- Partners with LALA-W's current fiscal agent, Whatcom Community Foundation, in overseeing financial activities

Fundraising

- Sets annual fundraising strategy and revenue goal based on LALA-W budget
- Partnering with Steering Committee, identifies grant opportunities, develops applications and secures funding commitments
- Conducts outreach and meetings with potential donors
- Maintains donor base and status on targeted contributors and results
- Ensures grants follow funding terms and requirements

QUALIFICATIONS AND EXPERIENCE

- College degree (bachelor's) required or commensurate work experience; master's degree or commensurate work experience preferred
- Three years holding an executive level, management and or leadership position in the nonprofit, for-profit or government sectors
- Skills to create and implement new and/or innovative initiatives; program building/organizational start-up experience preferred
- Ability to build strong and trusting community and interpersonal relationships
- Background reflects actual lived experience and track record working in the Latino community (with preference for such experiences in the Northwest region)
- Bilingual or conversant in Spanish and/or other indigenous language (fully bilingual/multilingual strongly preferred)
- Capacity to manage in a start-up environment and adapt to change
- Strategic mindset with skills to envision opportunity and lead action
- Ability to maintain focus on priorities and achieving results

APPLICATION – Application review begins November 15, 2026. Position open until filled.

- Resume/Curriculum Vitae (include 3-5 references, at least two of which are professional references)
- Letter of Application – Please detail your lived/work experience with respect to the Duties/Responsibilities (listed above)
- On a separate document, respond to the following:
 - What excites you about this role as the inaugural director of an emerging, grassroots community organization committed to Latino community development?
 - Where do you see opportunities to learn and grow, personally and with LALA-W organizationally?
 - How do you see yourself using this role (and the LALA-W organization) to uplift the Latino community in Whatcom

SALARY & BENEFITS – Salary (\$80K-\$100K), commensurate with education, experiences, and expertise. Benefits package including health insurance.

To learn more about this exceptional opportunity, contact:

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