

WE ARE HIRING!

Executive Director

Key Responsibilities:

- Manage all aspects of the daily operation of the organization.
- Supervise all staff and volunteers.
- Coordinate and provide logistical support to the BIIN Board of Directors and Committees.
- Provide logistical support to the *Centro de Derechos Laborales (CDL/Worker Rights Center)* and assist the CDL as the liaison between the BIIN Board of Directors and CDL.
- Plan, lead and support fundraising efforts including writing and managing grants, membership drives, and special events.
- Direct public relations for the organization, including presentations, interviews, representation in community events, and promotional materials.
- Cultivate relationships with community partners and donors, and lead efforts to expand BIIN's network of sustaining partners and allies.
- Plan and oversee communications with partners, volunteers, allies, and the community through social media, email, and website.
- Build and maintain a database of volunteers, partners, allies, and donors.

The ideal candidate will be highly motivated and results orientated, and will possess:

- Passion and commitment to the BIIN mission statement and the immigrant community.
- Demonstrated ability to work effectively and respectfully within the diverse immigrant community.
- Experience in fundraising, such as special events, planned giving and grant writing.
- Experience developing community partnership and cultivating donor relations.
- Knowledge of marketing outreach including social media management.
- Experience recruiting, coordinating and supervising volunteers.
- Excellent leadership attributes and managerial/supervisory experience.
- Strong organizational skills, attention to detail, and ability to multitask.
- Exceptional interpersonal relationship skills.
- Excellent written, verbal, listening, and presentation skills in Spanish and English.
- Strategic thinking to develop a medium and long-term vision with operational goals for the organization.
- Office automation skills including Microsoft Office, Excel, PowerPoint (or similar software), and email.
- Willingness and availability to work evenings and weekends as may be needed to handle events or emergencies.

Interested applicants, please email your resume and a cover letter summarizing your qualifications and describing why you would be a successful candidate to biin.hire@gmail.com.