



# FRESNO CENTER FOR NEW AMERICANS

4879 East Kings Canyon Road • Fresno, California 93727

## FRESNO CENTER FOR NEW AMERICANS JOB DESCRIPTION

Job Title: Executive Director for Fresno Center for New Americans

Salary Range: \$65,000-\$80,000

### Education/Training/ Experience/License Required:

- College graduate/prefer Master's degree with an emphasis in human services, social services, and/or public administration
- Four years' experience in Non-profit Management may be considered in lieu of a college degree.
- Prefer two years of Community Work and/or Social Service coordination
- Experience in grant writing and management
- Fluent in English
- Multilingual preferred
- Capable of working effectively with the Board of Directors and developing State of the Organization reports to the Board of Directors
- California Driver's License required
- Subject to a mandatory background check and drug test
- Perform work with a high degree of accuracy, organization, and concentration
- Possess excellent interpersonal, verbal and listening skills
- Possess a high degree of trustworthiness, respect and sensitivity for others, flexibility and sound work ethics
- Commit to the policies and guidelines of the organization
- Continue professional and leadership development by attending appropriate conferences, symposiums and workshops

### The following skills are desired:

#### 1. **Conduct Administrative Duties**

Provide internal leadership and professional development for staff. Provide oversight for all organization operations and functions including reviewing contracts, progress reports, staff behavior, rewards and disciplinary actions.

**2. Administrative Fundraising**

Negotiate with funding sources on contractual **opportunities** and obligations. Network with community members for donations. Provide oversight of all grant writing and administration. Assist the Board of Directors in seeking funding.

**3. Organizational Oversight**

Responsible for direct oversight of the organizational budget and FCNA's goals and objectives. Ensure professional training for staff; network with the other agencies and develop formal and informal relationships with community organizations and leaders.

**4. Serve the Board of Directors**

Attend all Board meetings. Serve as an ex-officio member of all Board of Directors committees. Keep the Board of Directors current and informed on all organizational issues. Perform other duties as assigned by the Board of Directors.