

ABOUT US

The Hispanic Alliance is a 501c3 nonprofit based in Greenville, SC, dedicated to advancing economic opportunity for the growing Hispanic population. We envision a vibrant and inclusive community where everyone has access to opportunities for success and prosperity, and our mission is to foster collaboration and connectivity among people, resources, and cultures to build a thriving community. We convene the largest collaborative network of individuals and agencies working together to increase access to resources and eliminate systemic barriers in four priority areas: Education, Health, Legal Services and Financial Stability. Our work developing the next generation of leaders has been recognized nationally and globally.

We are a growing team of talented individuals who are passionate about our work and love people and collaboration. We are well known for our positive and entrepreneurial organizational culture, and our staff and volunteer network create the best work environment.

POSITION DESCRIPTION

Hispanic Alliance (HA) seeks candidates for the position of Director of Operations. Functioning as a Chief of Staff, this position will be crucial in aligning every aspect of the organization, top to bottom, positioning HA for growth and ensuring organizational efficiency. They will provide strategic consultation to the Executive Director and Board, leadership to staff and volunteers, and will be a public representative of HA in the community. A deeply nuanced position, successful candidates must possess high emotional intelligence and communication skills, be strategically oriented, and demonstrate intangible qualities of leadership.

Key focus areas include, but are not limited to:

LEADERSHIP

The position will provide leadership for and supervise four teams/areas: Programs, Advocacy, Development, and Communications. The Director of Operations will be responsible supervising day-to-day activities that lead to successes in the following areas:

- Organizational Development
 - Fundraising
 - Public Relations/community profile
 - Program Development and Reporting
- People Development
 - Supporting professional growth of staff and volunteers

- Maintaining a positive organizational culture and fostering values
- Implementing the HA Strategic Plan

STRATEGY

The person in this position must be a flexible strategic operator and communicator. The position must connect daily operations to strategy to vision, and vice versa. Not only will this position “manage down” the organizational structure, they must also be able to communicate upward to the Executive Director and Board in terms of needs, organizational pace, and abilities. The position must be able to:

- Quickly synthesize organizational vision/direction and be able to mobilize staff and volunteers in support
- Rapidly conceive of and deploy short/medium-term strategies to reach organizational goals
- Communicate the “why, when, where, how, and what” in a dynamic and often times vague environment

OPERATIONS AND ADMINISTRATION

In consultation with the Executive Director, this position serves as the administrative lead of the organization. They will be critical in ensuring that the organization is a healthy and sound nonprofit.

Key responsibilities include:

- Budget creation and management
- Payments processing, payroll, and other financial activities
- Meeting funder, media, and/or partner deadlines
- Grant writing support

KEY RELATIONSHIPS

Internal

- Director of Operations is directly supervised by the Executive Director
- Director reports include:
 - Programs and Network Director
 - Advocacy Manager
 - Leadership Development and Sustainability Manager
 - Communications/PR Director
- Board members and committee chairs, Community Team leads, indirect reports on staff teams, volunteers

External

- Foster positive relationships with investors, media, business leaders, community partners, and stakeholders.

ESSENTIAL QUALIFICATIONS/SKILLS

Our diverse team brings a wealth of lived experiences, perspectives, and skills to our work family. Creating a sense of belonging and providing all teammates

opportunities to grow and learn is a top priority. We are looking for a candidate that has demonstrated success in the following areas:

- Bachelor's Degree required
- 3-5 years of experience leading nonprofit or corporate teams
- Proven record leading diverse teams and growing people
- Demonstrated leadership, negotiation, communication and listening and influencing skills
- Proven ability to drive change and build a positive work environment
- Superb written and verbal communication skills
- Strong financial acumen
- Experience managing multi-site operations
- Available for moderate travel
- Ability to work collaboratively with diverse groups and demonstrated commitment to social change work.

HOURS

This is a full-time, exempt position, which requires flexibility and some travel.

COMPENSATION/BENEFITS

\$60,000 - \$70,000 annually depending on experience + bonus based on achievement of goals. Health benefits available to full-time employees.

TO APPLY.

E-mail a resume and cover letter to Jobs@HispanicAllianceSC.com
cc Adela Mendoza at Adela@HispanicAllianceSC.com