



EXECUTIVE DIRECTOR—CASA CHIRILAGUA

STATUS: FULL-TIME

REPORTS TO: BOARD OF DIRECTORS

ABOUT CASA CHIRILAGUA

Casa Chirilagua is a faith-based Christian 501(c)(3) nonprofit community that serves Alexandria, Virginia. Its mission is to develop relationships with families to see the Chirilagua neighborhood transformed by Christ. The team of 14 staff members and many volunteers accomplish this mission and impact the lives of under-served Latino youth and their families through programs including Elementary Kids Club, Teens Club, Casa To College, Bible Study, one-on-one mentoring, professional development coaching, Spanish and computer literacy, and nutrition classes.

EXECUTIVE DIRECTOR SUMMARY

Casa Chirilagua is seeking an experienced professional to serve as its next Executive Director. The Executive Director is responsible for managing the implementation of Casa Chirilagua's strategic goals, stewarding organizational assets, and fostering an organizational culture known for its values as Reliant, Rooted, Relational, Reconciliatory, and Regenerative.

KEY ACCOUNTABILITIES

- Strategic Alignment (25%): Ensure alignment of organization staff and activities with Casa Chirilagua's mission, vision, core values, and strategic direction; serve as Casa Chirilagua's ambassador to the broader community; and serve as President of the Board of Directors.
- Servant Leadership (50%): Demonstrate prioritization of the needs of others through competent organizational leadership exhibited by successful programming and spiritual vitality among the Casa Chirilagua community.
- Fundraising (25%): Lead Casa Chirilagua's fundraising efforts to meet budgeted revenue goals through the implementation of a fundraising plan, coordinating Board involvement, and managing fundraising staff.

RESPONSIBILITIES

- Create an environment that nurtures, encourages, and sustains the overall spiritual, financial, relational, and functional health of Casa Chirilagua.
- Manage staff and volunteers in alignment with the organization's activities with its mission, vision, core values, and strategic direction. This position has four direct reports: business manager, development director, leadership pipeline director, and office assistant
- Support Board of Directors leadership and development by helping identify prospective Board Members, planning an annual retreat, and preparing and providing reports.
- In cooperation with the Board committee, develop and implement a three-year strategic plan. Ensure the effective communication of the plan to all stakeholders.
- Actively steward relationships critical to the growth and success of Casa Chirilagua, including parents, volunteers, program partners, individual and institutional donors, and community representatives and officials.



- Spearhead fundraising and resource development to meet the needs of Casa Chirilagua's activities. Manage the Development team and coordinate cooperation with the Board Development Committee in the execution of the fundraising plan. Review and authorize grant applications and reports. Ensure the relational stewardship of Casa Chirilagua's top donors.
- Manage programs to positively impact fundraising, public relations and community involvement and evaluate program effectiveness. Represent Casa Chirilagua in the community and communicate its mission and vision within and outside the organization.
- Lead annual budget process. Collaborate with Board Development Committee and development staff to create annual fundraising plans. Monitor the preparation and accuracy of financial reports and documents.
- Work with the Leadership Pipeline Director to manage staffing plans, make hiring decisions, conduct regular performance and compensation reviews, and provide professional development.
- Provide servant leadership to the Casa Chirilagua community. Be available and listen to the team members providing discernment and spiritual guidance while encouraging spiritual vitality in each staff member.
- Maintain organizational compliance with all policies and procedures.

QUALIFICATIONS

- Demonstrated personal and spiritual maturity, through faith in Jesus Christ, knowledge of the scriptures, and a worldview that aligns with Casa Chirilagua's Core Values.
- Demonstrated ability to build strong relationships including interpersonal communication.
- Demonstrated attention to detail and high degree of responsibility in fiscal management, fundraising, program planning, and public relations.
- Demonstrated leadership, including the ability to create an environment that empowers and encourages others to lead.
- Fluent in English and Spanish.

EDUCATION AND EXPERIENCE REQUIREMENTS

- Bachelor's degree, preferably in Business Management, Business Administration, Organizational Management, or Not-for-Profit Management.
- At least five years of experience in Organizational Management or equivalent.
- Prior to starting, obtain First Aid/CPR certification and complete Darkness to Light Child Sexual Abuse Prevention Training.

COMPENSATION AND BENEFITS

The salary range for this position is \$85,000-\$150,000 and will be commensurate with experience. Benefits include health insurance and a generous sabbatical after 7 years.

TO APPLY

To apply, please send an email to jobs@casachirilagua.org subject line "Executive Director" with a letter of interest, a resume or c.v., and a list of three to five references (including your pastor, a current or former employer, and someone whom you have supervised).