



Hispanic Advocacy and Community Empowerment through Research (HACER) is the only advocacy-driven, Latino-specific research organization in the Upper Midwest. HACER has been working with the Latino community in MN and beyond, since 1988. Our mission is to engage Latino Minnesotans through research, evaluation, and community action to promote equitable representation at all levels of institutional decisions and policy change.

To help us carry out this mission, we are seeking an **Associate Director (AD)**. The AD will work closely with the Executive Director (ED) to provide strategic leadership and management to ensure the organization's mission, vision, and values are achieved. This role will oversee daily operations, ensure programmatic success, and support the development of staff and resources. The AD will act as a key representative for the organization, building strong relationships with stakeholders, funders, and the community.

Key Responsibilities for the Associate Director role include:

- **Leadership & Strategy:**
 - Collaborate with the ED to develop and implement organizational strategies, goals, and initiatives.
 - Provide leadership in organizational planning and decision-making processes.
 - Serve as acting ED in the absence of the Executive Director.
- **Program Management:**
 - Oversee the design, implementation, and evaluation of the organization's programs.
 - Ensure that programs align with the organization's mission and meet community needs.
 - Work with staff to develop and monitor program budgets and performance metrics.
- **Staff Supervision & Development:**
 - Supervise, mentor, and develop management-level staff.
 - Foster a positive, collaborative, and inclusive work culture.
 - Lead performance evaluations and support professional development opportunities.
- **Fundraising & Development:**
 - Support the ED in developing and executing fundraising strategies, including donor cultivation and grant writing.
 - Maintain relationships with key funders, donors, and partners.
 - Assist in organizing fundraising events and campaigns to ensure financial sustainability.
- **Financial Oversight:**

- Assist in the development and management of the organization's budget.
- Ensure financial controls and policies are adhered to in day-to-day operations.
- Work with the finance team to ensure accurate financial reporting and planning.
- **Community Engagement & Advocacy:**
 - Represent the organization in community meetings, events, and with key partners.
 - Build and maintain strong partnerships with community organizations, businesses, and stakeholders.
 - Advocate for the organization's mission and programs to enhance visibility and impact.
- **Compliance & Operations:**
 - Ensure organizational compliance with federal, state, and local regulations, as well as internal policies.
 - Oversee operational effectiveness, including human resources, technology, and administrative functions.
 - Manage risk and develop mitigation strategies to protect the organization's interests.

Qualifications for the Associate Director role include:

- Bachelor's degree in Nonprofit Management, Business Administration, Public Administration, or a related field (Master's degree preferred).
- Minimum of 5-7 years of leadership experience in the nonprofit sector, with proven success in organizational management.
- Strong understanding of nonprofit operations, including program management, fundraising, financial oversight, and human resources.
- Fluent written and oral communication in both English and Spanish.
- Demonstrated ability to develop and maintain relationships with diverse stakeholders, including funders, community leaders, and board members.
- Proven track record of leading, mentoring, and developing staff.
- Excellent communication, negotiation, and presentation skills.
- High level of emotional intelligence, with the ability to handle sensitive situations with diplomacy and tact.
- Strong strategic planning, problem-solving, and organizational skills.

Benefits for the Outreach Specialist role include:

- Annual Salary: \$80,000-87,000 per year based on qualifications
- Fifteen (15) PTO Days and Ten (10) Paid Holidays per year – prorated 1st year based on date of hire and part-time status
- 401(k) retirement plan with company match
- Employee benefit stipend provided for purchase of insurance benefits
- Paid bereavement and parental leave
- HACER's work environment is equity and social justice based, relaxed atmosphere and mission focused

- Support professional or personal development

If this sounds like an excellent opportunity for you, we would love to hear from you! Please send a resume and cover letter to kathy@hacer-mn.org.

Who we are: Diversity and open expression are fundamental to the work of HACER. We are passionate about building and sustaining an inclusive and equitable working environment where everyone can belong. Every member of our team enriches our work by exposing us to a broad range of ways to understand and engage with the world, identify challenges, and to discover, design, and deliver solutions. We welcome everyone to apply, especially those individuals who are underrepresented in our sector: individuals who identify as BIPOC, LGBTQI+ and gender fluid or gender nonconforming, individuals with disabilities (both seen and unseen), veterans, people of any age or family status. *We encourage you to apply even if you feel like you don't fit 100% of the technical requirements.* Equal Opportunity Employer: All qualified applicants will receive consideration for employment without regard to age, race, color, religion, disability, marital status, national origin, sex, gender identity, sexual orientation, familial status, genetic information or a protected veteran's status.