

# Job Announcement

## Entre Hermanos

Trabajamos para mejorar la salud y el bienestar de la comunidad Latina LGBTQ / Working to improve the health and well-being of the LGBTQ Latino Community

### Executive Director

The Executive Director reports directly to the Entre Hermanos Board of Directors, and is responsible for the organization's consistent achievement of its mission and financial objectives. If you are looking for the opportunity to be a visible member of your community, while making a significant impact on the lives of Latinos, this is the job for you! The specific responsibilities include a number of crucial areas.

#### Program Description

This position supports our central program *Atrevete*, which is a community-level intervention program targeting Latino Men who have Sex with Men (MSM), in an effort to prevent the spread of HIV/AIDS. The primary target population of the program is low-income, nonacculturated, often undocumented immigrants who speak mostly Spanish. In its fourth year, the program employs a variety of strategies to influence consistent use of condoms and the further reduction of risky, unsafe sexual behaviors.

Current Activities include social/cultural events, community outreach, educational workshops, forums, and culturally appropriate counseling, testing and other health related referrals. Other programs, such as our Tobacco Cessation, Women's Program, Scholarship Fund and Emergency Funds are being developed or re-established.

#### RESPONSIBILITIES

**Organizational Development:** Provide leadership in developing programs and organizational financial plans with the Board of Directors and staff and carry out plans and policies authorized by the Board.

**Community Relations:** Effectively promote good public relations in the community and participate in community activities in a fashion that benefits Entre Hermanos, and oversee all publications and our website, SGN column, and weekly radio show.

**Fundraising/Financial Accountability/Marketing:** Actively work with the Board to develop and implement fundraising, accounting and marketing plans and guidelines, with the ability to understand the importance of donors and grants, marketing and financial and grant requirement accountability to the overall health of the organization.

**Personnel:** Responsible for the recruitment, employment, and release of all personnel, both paid staff, contractors, consultants and volunteers, and maintain a climate which attracts, appreciates and motivates a diverse staff and volunteer body of top quality and qualified people.

## **QUALIFICATIONS**

- Minimum of 3 years of experience in a management position with specific experience supervising a diverse, multidisciplinary staff.
- Ability to communicate in both Spanish and English (written and verbal)
- Experience with issues that affect the Hispanic and Latino community and LGBT community
- Preferred knowledge of the health issues which affect the above communities including populations affected by HIV/AIDS.
- Significant knowledge and experience with fundraising including direct asks, direct mail, major donor cultivation, workplace giving and grant writing.
- Experience working in a very diverse environment.
- Non-profit experience.
- Flexible, energetic, and creative.
- Commitment to the mission of Entre Hermanos.
- Solid working knowledge of Microsoft programs, such as Word, Excel, PowerPoint, Outlook, etc.
- Demonstrated ability in public speaking, written and oral communication, and interpersonal relations.
- BA degree preferred. Experience may be substituted for educational degree.
- Working knowledge of non-profit fiscal management, and budgetary process.
- Ability to create and maintain a respectful, compassionate, empowering community at Entre Hermanos.
- A good sense of humor!

**A full job description is available at [entrehermanos.org](http://entrehermanos.org)**

**Entre Hermanos is an Equal Opportunity Employer**

Send resume and cover letter to  
Entre Hermanos, PO Box 12187, Seattle, WA 98102  
or email resume and cover letter to [board@entrehermanos.org](mailto:board@entrehermanos.org).  
Submissions without both a resume and cover letter will not be considered.

We will acknowledge each submission within 5 working days,  
so please include a phone number and/or email address.

**Deadline:** Friday, April 27, 2007 at 5pm or until position is filled.