



Position Description: HLI *Executive Director*

Job Posting Announcement

We are seeking candidates to fill the position of Executive Director for the Hispanic Leadership Initiative (HLI) www.hlipca.com. HLI is a 501(c)(3) non-profit leadership development organization serving as God's instrument in preparing Hispanic men and women for leadership in His Church.

Response Process

Interested candidates please email your cover letter and resume to hliexecdir@gmail.com. While we appreciate all submissions, only those considered for an interview will be contacted.

Position Overview

The Executive Director provides essential leadership to advance HLI's strategic direction and goals. This role is the key and leading role for the organization, and involves planning, organizing, directing, controlling, and administering all HLI operations. The HLI Executive Director serves as the primary fundraiser of the organization and should understand that 100% of the salary and benefits for this position must be self-raised. The Executive Director may work from home or remotely.

Major Activities

- Serve as a non-voting member of the HLI Board
- Work with Board members to develop and implement the Ministry's Strategic Plan and Goals
- Work with current and potential financial and ministry partners to grow HLI's capacity to build a movement of training future Hispanic leaders
- Network with other members of the HLI organization and outside partners to build awareness of and participation in HLI's Vision and Mission
- Constantly seek God's direction and leading in the Ministry
- Constantly seek God's provision of the resources needed to carry out the Ministry
- Connect with the Southwest Church Planting Network and other church planting networks within the PCA to foster the planting of Hispanic churches throughout the United States
- Participate in conferences focused on the training and development of Hispanic leaders
- Develop and organize retreats and conferences to raise awareness, create networking opportunities, recruit new candidates for training, and care for existing leaders.
- Partner with third-party individuals and organizations to develop various venues for training, such as regional training sites, cohorts, and virtual training
- Expand connection with campus ministries to have a more profound emphasis on leadership development among students
- Partner with local churches and campus ministries to provide internship opportunities for potential leadership candidates
- Oversee HLI's daily operations, including communications, events, finances, and corporate aspects
- Oversee all HLI personnel and accomplish agreed-upon goals and plans approved by the HLI Board
- Develop and publish agendas for all Board meetings
- Record and distribute all Board meeting minutes
- Maintain copies of all corporate documents
- Maintain all HLI Board meeting minutes perpetually, both in electronic and printed form
- Develop, sign, and execute all contracts on behalf of the Ministry

Qualifications and Competencies

HLI's Executive Director must be a believer in Jesus Christ as Savior and Lord, and must be a member in good standing of a Bible-believing local church. The Executive Director should meet the qualifications of an elder or deacon, as outlined in 1 Timothy 3:1-13 and Titus 1:6-9. The Executive Director must have 5-7 years of professional work experience in a leadership role within a church, non-profit, or business, preferably in a multi-cultural environment. Other qualifications and competencies include:

- Self-starter with excellent people skills
- Proven fund-development skills, including the ability to raise 100% of total salary and benefits
- Ability to drive the Ministry and enable others to serve within the Ministry, or in partnership, to accomplish accepted goals
- Ability to personally relate to key constituents, including donors, other staff members, members of the HLI Board, local churches, and potential candidates.
- Familiarity with Anglo, Hispanic, and PCA cultures, and ability to work effectively in all
- Excellent verbal and written communications skills in both English and Spanish
- Ability to communicate HLI's Vision and Mission clearly and succinctly to donors, local churches, and leadership candidates
- Ability to motivate others to accomplish their assigned roles in a timely manner
- Strong financial management and budgeting skills
- Proven experience in the oversight of all daily operations of a non-profit organization, including corporate, legal, financial, governmental reporting, personnel, and marketing, as well as special projects and event planning
- Strong coaching and mentoring skills
- Ability to work under the oversight of the HLI Board, while at the same time leading the Board in the successful completion of the Ministry's Vision and Mission
- Willingness to travel occasionally