



El Paso Villa Maria - Executive Director Position

El Paso Villa Maria is a nonprofit entity dedicated to helping women overcome their crisis that lead them to homelessness. Villa Maria's Mission: Villa Maria is a home where women who are homeless and whose children are not with them can transition from crisis to self-sufficiency while living within a safe, supportive and spiritual community.

The Executive Director is a person who understands and agrees that Villa Maria's guiding principles are the Church's teachings on Social Justice and that responding to the difficulties of women who are poor, homeless and without children is of highest priority. The Executive Director is responsible for the successful leadership and management of El Paso Villa Maria's mission in accordance to the strategic direction set by the Board of Directors.

Job Qualifications

- A four-year college or university degree
- Administrative degree or successful administrative experience required
- Ability to research and find available grants and write grant applications
- Experience in preparing budgets
- Experience in working with the homeless population is a plus
- Experience in supervising staff is **essential**
- Spanish/English proficiency required
- Computer familiarity and knowledge of widely used computer applications
- Strong organizational and office management skills is critical
- Excellent written and verbal communication skills
- Experience in working with a board of directors or previous board of directors experience
- Capability and willingness to work flexible hours and days (may include evenings and weekends)

Primary Role Responsibilities

Grant Management

- Researches and identifies public and private grant proposal opportunities;
- Coordinates the development, writing and submission of grant proposals to private foundations and government funding entities;
- Reports data on the performance of program activities that are funded by public and private resources.

Leadership

- Participates as a non-voting member of the board of directors in developing the vision and strategic plan to guide Villa Maria;
- Fosters effective team work among staff by ensuring proper training and support;
- Represents and promotes the agency to the public.

Operational Planning & Management

- Oversees the efficient and effective day-to-day operation of Villa Maria, its business and services;
- Prepares and implements procedures to effect organizational policies, reviews existing policies on an annual basis and recommends changes to the board;

Our Mission

Villa Maria is a residence where women who are homeless and whose children are not with them can transition from crisis to self-sufficiency while living within a safe, supportive, and spiritual community.



- Ensures that personnel files and other confidential documents are securely stored and privacy/confidentiality is maintained;

Human Resources Planning & Management

- Prepares a comprehensive budget for board approval;
- Makes expenditures according to board approved financial policies;
- Ensures that sound bookkeeping and accounting procedures are followed;
- Administers the funds of the organization according to the approved budget and monitors the monthly cash flow of the organization;
- Provides the board with comprehensive, regular reports on the revenues and expenditures of the organization;
- Identifies, defines and develops funding sources to support existing and planned program activities.

SALARY: BASED ON EXPERIENCE

LOCATION: 920 OREGON, EL PASO, TX 79901

JOB TYPE: FULL TIME

HOURS PER WEEK: 40+

VACATION DAYS: 20 PAID DAYS

SICK LEAVE: 6 PAID DAYS

POST DATE: FEBRUARY 1, 2019

CLOSING DATE: APRIL 1, 2019

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