



EASTSIDE STUDENT CENTER

www.eastsidestudentcenter.org | 162 W. Line Street | info@eastsidestudentcenter.org

Position Title: Executive Director

Reports To: Board of Directors

Salary: Full Time | \$90,000-\$100,000 (DOE)

Benefits: Medical | Dental | Vision | Retirement Plan | PTO

POSITION SUMMARY:

The Executive Director (ED) is the chief executive officer of Eastside Student Center (ESC), responsible for the overall strategic, operational, and financial health of the organization. The ED works closely with the Board of Directors to ensure the fulfillment of the organization's mission to empower youth in the local community through providing safe spaces, mentorship, art, civic engagement, leadership & career training, and substance use prevention.

GENERAL DUTIES:

- Lead the organization in achieving its mission and vision.
- Oversee all aspects of the organization's operations, including programming, fundraising, and financial management.
- Represent Eastside Student Center to stakeholders, including students & families, funders, community leaders, and public officials.
- Develop and implement strategic plans for program sustainability and expansion in collaboration with the Board of Directors.
- Maintain a healthy and productive work culture for staff and volunteers.

KEY RESPONSIBILITIES:

Leadership and Strategy

- Provide visionary leadership that aligns with the mission and values of Eastside Student Center.
- Work with the Board of Directors to develop and execute strategic goals.
- Foster partnerships with community organizations, schools, and other stakeholders to amplify the organization's impact.

Program Development and Management

- Oversee the design, implementation, and evaluation of programs to ensure alignment with the mission.
- Ensure programs address the unique needs of rural Inyo County youth, especially Latinx, Indigenous, and LGBTQ2SP+ youth.

Fundraising and Financial Management

- Develop and execute a robust fundraising strategy, including grants, donor development, and events.
- Manage the organization's budget, ensuring fiscal responsibility and sustainability.
- Prepare and present financial reports to the Board of Directors.

Operations and Administration

- Recruit, hire, and supervise staff and volunteers.
- Establish and maintain effective policies and procedures.
- Ensure compliance with local, state, and federal regulations.

Community Engagement and Advocacy

- Act as the primary spokesperson for Eastside Student Center.
 - Advocate for the needs and rights of the youth served by the organization.
 - Build and maintain relationships with key community partners and stakeholders.
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QUALIFICATIONS

Education and Experience

- Bachelor's degree in nonprofit management, public administration, social work, or a related field (Master's preferred).
- Minimum of 5 years of leadership experience in nonprofit management or a related field.
- Proven experience in program development, fundraising, and financial management.

Skills and Competencies

- Strong leadership and strategic thinking abilities.
- Excellent communication and interpersonal skills.
- Demonstrated ability to build and maintain partnerships.
- Cultural competency in working with diverse populations, especially Latinx, Indigenous, and LGBTQ2SP+ communities.
- Proficiency in nonprofit financial management and fundraising software.
- Proficiency in Google Suite and Microsoft Office.
- Bilingual (Spanish) preferred.

REQUIREMENTS

- Commitment to the mission and values of Eastside Student Center.
- Collaborative, team player.
- Ability to work flexible hours, including evenings and weekends as necessary.
- Valid driver's license and reliable transportation.
- Successful completion of background checks.
- CPR/First Aid Certification.

TO APPLY:

Submit resume, cover letter, and reference list to board@eastsidestudentcenter.org

Applications will be reviewed on a rolling basis until the position is filled.

Eastside Student Center is an equal opportunity employer. We are committed to creating an inclusive environment for all employees.