



## National Latino Education Institute

(Formerly Spanish Coalition for Jobs, Inc.)

### Position Announcement

Incorporated in 1972, NLEI is a nationally accredited nonprofit organization with an entrepreneurial spirit empowering economic advancement through education.

**POSITION TITLE:** Managing Director, Programs and Operations

#### **POSITION DESCRIPTION:**

The Managing Director reports directly to the Executive Director. The position is a resource to the Executive Director, will assist in driving innovation, and is responsible for long-standing performance-driven, diverse, and highly reputable programs. This role is essential in maintaining and enhancing high quality assurance, operational efficacy, and fiscal stability.

This position is responsible for the seamless delivery and management of the organization's programs, human resources, facilities management, accreditation and contract compliance. The Managing Director oversees the managers of five departments utilizing performance management. The Managing Director will uphold and enforce agency and regulatory policies and procedures while encouraging steward leadership.

The ideal candidate is a pragmatic strategic leader with sound knowledge in academic delivery who is able to employ a business approach to community development.

#### Preferred Qualifications

1. A Master's Degree is preferred in areas of education, nonprofit management, business administration and/or similar fields.
2. A minimum of ten years experience in a leadership position with budgeting, personnel, supervision, operations, procurement and performance management responsibilities.
3. Experience in designing customer and market-driven initiatives, programs and/or services.
4. Experience in adult education, student relations, workforce training, job placement/staffing and/or nonprofit management.
5. Demonstrated ability to excel in fast-paced, multifaceted environments delivering resolutions with a positive demeanor.
6. Proven ability to successfully work with a large network of volunteers.
7. Excellent pragmatic business acumen and communication skills.
8. Working knowledge of relevant legislation and public policy.
9. Understanding and appreciation of the needs of the Latino community.

To apply submit cover letter, resume and salary history to:

National Latino Education Institute, Executive Office, 2011 W. Pershing Road, Chicago, IL 60609, [bluna@nlei.org](mailto:bluna@nlei.org), Fax: 773-247-3924, Website: [www.nlei.org](http://www.nlei.org)

*National Latino Education Institute exists to enhance the quality of life for Latinos through educational, vocational and employment services, and through advocacy, thus enabling the achievement of economic independence.*