

JOB DESCRIPTION

Job Title: Economic Development Director

Organization: Latinos En Spokane

Status: Exempt | Full Time

Salary Range: \$69,680 annual

Benefits: Medical, Dental, and Vision, paid time off (PTO and holidays)

Reports to: Executive Director

Bilingual Preferred: Spanish & English

About Latinos En Spokane:

Latinos En Spokane (LES) is a Latino and immigrant-led 501C3 non-profit organization based in Eastern Washington. We are dedicated to being a transformative force for systemic change, racial justice, and building generational health and wealth. Our mission is to empower Latinos, immigrants, and marginalized communities by providing wrap-around services, building cultural landscapes, supporting entrepreneurs, organizing, and creating policies for justice and inclusion.

Position Summary:

LES is seeking a dynamic and visionary Economic Development Director to oversee the LES- Economic Development Program. This role is pivotal in driving the program's mission to empower individuals and families towards financial stability and upward mobility. The Director will lead efforts in personal finance, Emprendete -small business development center, consumer protection, economic justice, housing, education, taxes, and workforce development. The ideal candidate will possess a strong background in economic development, a passion for community empowerment, and a proven track record of leadership and program management.

Qualifications:

- Bachelor's or Master's degree in Business Administration, Economics, Public Administration, or a related field.
- Minimum of 5 years of experience in economic development, community development, or a leadership role in a non-profit or public sector organization.
- Demonstrated success in program development, management, and evaluation.
- Strong financial acumen, with experience in budget management and fundraising.
- Excellent partnership-building skills, with the ability to engage a wide range of stakeholders.
- Outstanding leadership qualities, with a track record of mentoring and developing teams.
- Effective communication skills, both written and verbal, with proficiency in public speaking.
- Deep commitment to LES's mission of promoting financial stability, economic justice, and community empowerment.

Responsibilities:

Strategic Leadership:

- Define and implement strategic directions for the LES-Economic Development.
- Ensure the program's objectives align with LES's overall mission and community needs.
- Oversee the development, execution, and evaluation of Emprandete Business Center, Business incubator program, Community Accountant program as well as financial and education workshops.
- Ensure program offerings are effective, efficient, and responsive to the community's evolving needs.
- Responsible for helping lead business and economic development outreach in a manner that supports and guides the organization's direction and mission.
- Responsible for supporting fiscal management that anticipates development and volunteer programs to operate within the approved budget, ensures maximum resource utilization, and maintenance of the organization in a positive financial position in the areas of fundraising, public relations, marketing, and sales.
- Responsible for fundraising and developing other resources necessary to support LES's mission.
- Plan and operate an annual budget.
- Will oversee the Emprandete Small Business Development Center and Community Accounting Services.

Partnership Development:

- Cultivate and manage relationships with community partners, stakeholders, and funders.
- Collaborate with local businesses, government agencies, and non-profits to enhance program impact.
- Serve as a liaison with local, regional business and economic development organizations and organizations aligned with LES.

Financial Oversight:

- Develop and manage the program's budget.
- Secure funding through grants, sponsorships, and partnerships.
- Ensure financial sustainability and accountability.
- Grant reporting.

Team Leadership:

- Lead and inspire a team of staff and volunteers.

- Foster a collaborative, inclusive, and high-performing work environment.
- Oversee recruitment, training, and professional development.

Advocacy and Outreach:

- Serve as a leading advocate for economic development and financial empowerment.
- Engage in public speaking, networking, and community engagement to raise awareness and support for the program.
- Community Advocacy and outreach.
- Support recruitment of new businesses and strengthen existing businesses within the state in cooperation with economic development organizations and government agencies.

Data and Impact Evaluation:

- Implement robust systems for tracking program outcomes and impact.
- Use data to inform strategic decisions, improve program offerings, and demonstrate effectiveness to stakeholders.
- Data analysis.

Others responsibilities:

- **Team Collaboration:** Collaborate with other departments and teams to facilitate effective communication and information sharing across language barriers.
- **Confidentiality and Sensitive Information:** Handle sensitive information with discretion and maintain a high level of confidentiality.
- **Professional Development:** Stay informed about industry trends, language advancements, and cultural developments to enhance professional skills.
- **Adaptability and Flexibility:** Be adaptable and flexible in responding to changing priorities and needs of the organization.
- Demonstrate cultural sensitivity and awareness to navigate language nuances and potential cultural differences. Assist in fostering a multicultural and inclusive environment within the organization.

To Apply:

Please submit a cover letter, resume, and three professional references to with the subject line "Economic Development Director Application."

At Latinos En Spokane, we are an equal opportunity employer and value diversity at our company. We do not discriminate on the basis of race, religion, color, national origin, gender, sexual orientation, age marital status, veteran status, or disability status.

Acknowledge for hired employee:

I have received, reviewed and fully understand the job description for (Position name). I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee Printed Name _____

Signature _____ Date: ____/____/____