

## The Opportunity

The Latino Policy Institute at Roger Williams University (“LPI”) seeks a dynamic and skilled Executive Director who is an entrepreneurial leader, manager, and spokesperson. The Executive Director will partner with its board, staff, and stakeholders to effectively achieve LPI’s important work and mission to serve and benefit the Latino community and the State of Rhode Island.

This exciting start-up organization is committed to generating and communicating non-partisan data of Latinos in Rhode Island. LPI will stimulate public policy discourse and enhance the public’s understanding of the Rhode Island Latino experience. With this information, Latinos’ social, economic, and civic contributions to the State can be better documented and understood.

LPI plans to execute its Mission and Vision by focusing on three core functions:

- Publish a yearly Latino Factbook,
- Issue policy reports on important issues,
- Link university research on Latinos with local business, community and policy leaders

## Responsibilities

Expanding upon and maintaining the strength and effectiveness of LPI’s existing efforts and carefully managing the budget and finances of the organization are clear priorities for a new Executive Director. However, the performance and effectiveness of the new Executive Director will also be evaluated based on his or her success in building a collaborative staff team, in inspiring the confidence of the board, in broadening, diversifying and deepening LPI’s universe of partners and donors, and in serving as an articulate and powerful public spokesperson for LPI. Also, the individual will be responsible for initiating, leading and joining effective and strategic partnerships that further the LPI mission and enhances its visibility and value.

The Executive Director will be responsible for overseeing all aspects of the Latino Policy Institute, and specifically with:

- Nurturing relationships with prospective funders
- Providing leadership to staff
- Overseeing all administrative responsibilities
- Communicating effectively to various media and stakeholders
- Bolstering relationships with universities, business firms, community-based organizations, and appointed and elected officials
- Establishing a relationship with the Board of Directors based on mutual support and cooperation

## Profile of the Ideal Candidate

In addition to the explicit and implicit attributes required to meet the following expectations, LPI will welcome an Executive Director who possesses a high degree of initiative and a friendly, responsive, and approachable demeanor.

The Executive Director will possess the following skills and experience:

- Fundraising and Fiscal Management Skills
- Leadership and Organizational Management Skills
- Knowledge of Public Policy and Research
- Communication Skills; Vision / Entrepreneurial Skills

- Interpersonal Skills necessary to facilitate and build relationships
- Experience Working with a Board of Directors

In addition, the ideal candidate will possess abilities and experiences regarding the Latino Community:

- Bi-lingual (English / Spanish)
- Cultural Competencies
- Relationships with Latino organizations

#### Application Guidelines

A complete copy of the Position Profile is available at [www.tsne.org/etp](http://www.tsne.org/etp) (please go to the section on Current Searches and the Institute's link at <http://lpi.rwu.edu>). To express an interest in this position, please respond to [LPI.Search@hotmail.com](mailto:LPI.Search@hotmail.com) by May 22, 2009.

Please submit your candidacy via e-mail and include a resume, cover letter with salary requirements and where you learned of the position. In addition, please include a "writing sample" with your submission. Only electronic submissions of the resume, cover letter and sample writing will be accepted. In order to facilitate screening, please type LPI Search: First and Last Name as the only contents in the subject line of your e-mail.

All resumes will be reviewed when they are received, and will be acknowledged. No phone calls or letters please. Should you have any follow-up questions, please send those via email. Resumes will be accepted until May 22, 2009, or until final candidates are selected. This executive search is being conducted by Third Sector New England's Executive Transitions Program.

We are an Equal Employment Opportunity employer and actively encourage applications from candidates from diverse backgrounds and cultures.