

Position: Executive Director
Status: Full Time; Exempt
Reports to: Board of Directors



Taller de José

About Taller de José

The mission of the organization is to accompany individuals, serving as a bridge to connect them to the health, legal, and social services needed to achieve their goals. As a member of the Congregation of St. Joseph Mission Network, we create more connected communities. Rather than duplicate existing services, Taller de José seeks to collaborate with other agencies to make the complex social services system more accessible via a unique model of accompaniment. Located in Little Village with a satellite office in Maywood, TDJ serves a predominantly Spanish-speaking immigrant community on the southwest side of Chicago and near western suburbs. Rooted in our founding as a sponsored ministry of the Congregation of St. Joseph, TDJ remains a Catholic organization open to serving all individuals, without regard to religion, race, country of origin, gender, or any other protected status.

Role Summary

The Executive Director is responsible for providing leadership and oversight for strategic vision, short- and long-term organizational priorities, programmatic offerings, funding strategies, and community engagement. The Executive Director works with the Board of Directors and collaborates with other leaders within the organization to drive Taller de José's mission while managing a diverse portfolio of stakeholder groups. They set and oversee the budget to preserve the financial integrity and viability of the organization and build awareness of the organization and its work through public outreach and community engagement. The Executive Director must be skilled at building and guiding teams, fundraising and donor communication, and collaborating with community partners.

You'll love this role if:

- You're passionate about community responsive centered social service and justice work
- You find leading a small non-profit rewarding and fulfilling
- You have a heart for serving the Chicago Latinx Spanish-Speaking immigrant community
- You believe in accessible, compassionate, people-first services that center on the dignity and empowerment of the individual
- You love the vibe of a small office
- You enjoy growing and developing your skills continuously
- You are a proven problem-solver who is not afraid to find solutions & answers
- You have excellent time management and organization skills
- You're a people person who enjoys balancing managing people and managing complex projects

This job is ideal for:

Someone who is looking for a long-term position where they can leverage their skills to impact the community and build long-lasting strategic relationships to further the mission.

Responsibilities:

Partnerships and Board Relations

- Report to and work closely with the Board of Directors to seek their involvement in policy decisions and fundraising, and to increase visibility of the organization
- Create and execute an annual comprehensive development plan and general fundraising strategy in collaboration with the Mission Advancement Coordinator* and Board of Directors
- Develop and oversee a comprehensive marketing and communication plan in collaboration with the Mission Advancement Coordinator* and Board of Directors
- Serve as a key organizational representative to stakeholders and community partners, including acting as primary spokesperson to the media and community partners and regularly communicating with donors, volunteers, and community members
- Establish and maintain relationships with community partners and other key stakeholders
- Serve as the primary liaison to CSJ Ministries and to the Congregation of St. Joseph Mission Network

Organization Operations

- Oversee daily operations, including responding to staff and other stakeholder requests
- Oversee the development and management of policy, programming, budgets, and other strategic priorities
- Hire, motivate, and conduct performance reviews for personnel
- Manage day-to-day performance for several direct reports
- Recruit, train, and manage volunteers, vendors and contractors
- Manage relationships with higher education institutions and volunteer placement organizations for the purpose of filling internship and volunteer positions

Financial, Legal, and Resource Management

- Plan an annual budget and monitor organizational expenses and revenues
- Identify, solicit, and steward donors to generate fundraising revenue
- File legal forms and prepare tax forms for the organization and ensure the organization is compliant with not-for-profit legal and tax requirements
- Conduct an annual financial audit in collaboration with the Finance and Audit Committee of the Board

**or independent contractors as appropriate*

Required Skills & Experience:

- Experience leading & managing people with a proven track-record of fostering productive teams & positive work culture
- Strong decision-making skills with the ability to analyze large amounts of information and to think critically to find acceptable solutions
- Ability to work independently, lead, and take initiative while being adaptable to the needs of stakeholders
- Skill in monitoring and assessing performance of individuals, programs, and organizations to continually improve performance
- Detail orientation with a strong ability to prioritize, manage multiple projects simultaneously, and persist through roadblocks

- Excellent written communication skills in English with the ability to compose, edit, and proofread materials
- Excellent oral communication skills in English with the ability to actively listen to others, present information, and communicate effectively with different audiences
- Professional Proficiency in both verbal and written Spanish strongly preferred
- Comfortable with representing the organization to Catholic churches and other faith-based groups
- Proficiency with Microsoft Office Suite

Nice-to-have Skills & Experience:

Ideal candidates would also have:

- Previous experience with not-for-profit organizations, especially in a fundraising/development role
- Experience with grant writing and/or donor relations
- Experience with CRM systems (ideally, Salesforce)
- Knowledge of business and management principles associated with strategic planning, resource allocation, and coordination of people
- Bachelor's degree in a related field or equivalent work/life-experience
- Understanding of financial procedures, policies, and bylaws
- Knowledge of needs and services specific to neighborhoods on the southwest side of Chicago (Little Village and surrounding communities) and/or Proviso Township

Work Conditions

Physical Requirements

- Ability to sit for long periods of time and climb stairs
- This is an in-person role with limited work-from-home flexibility
- Must be able to travel to on-site locations, not all of which are accessible via public transportation

Typical Schedule and Work Hours

- Full-time position, plus occasional evening and weekend hours associated with meetings and events

Salary and Benefits

Salary range: \$80,000 - 85,000 annually

Benefits Include:

- Employer contribution of 5% of employee salary to 401K (regardless of employee contributions), starting at 6 months of employment
- Health, dental, and vision insurance plan options, with company contribution of 80% for single coverage
- 13 paid holidays, plus one floating holiday per year
- PTO accrued at a rate of: 15 vacation days and 12 sick days per year
- Commuter benefits
- Options for FSA, HSA, disability insurance, and critical illness insurance
- Employer paid life insurance and AD&D insurance

To Apply:

1. Submit your resume and optional cover letter to jobs@tallerdejose.org
2. Complete this brief [questionnaire](#)

Please note that we will only be able to consider candidates who complete both steps of this process.

The application deadline for this position is 5pm central time on Wednesday, August 9. TDJ will continue to accept applications after that date if the position is not filled, but priority will be given to applications received by the deadline.

We anticipate scheduling a first round of phone screenings starting the week of August 7. We value your interest in the organization and this position and we strive to provide clear and transparent information to candidates throughout the process. For questions or concerns, please contact jobs@tallerdejose.org.

Equal Employment Opportunity Statement

Taller De José and Insperity provide equal employment opportunities to all employees and applicants in all company facilities without regard to race (including hair texture and hairstyles), color, religious creed, sex, national origin, ancestry, citizenship status, work authorization, status, pregnancy, childbirth, (or related medical conditions, including, but not limited to lactation), physical disability, mental and/or intellectual disability, age, military status or status as a Vietnam-era or special disabled veteran, marital status, registered domestic partner or civil union status, gender (including sex stereotyping and gender identity or expression), medical condition (including, but not limited to, cancer related or HIV/AIDS related), genetic information, or sexual orientation in accordance with applicable federal, state and local laws. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.