

Executive Director Newcomers Access Center (NAC) | Claremont, CA

Job Description | February 2025

The **Executive Director** of the **Newcomers Access Center (NAC)**, a nonprofit organization, reports to the **Board of Directors** and is responsible for the overall leadership and management of NAC. This role oversees **operations, fundraising, program development, staff leadership, and community engagement**, working closely with the Board to advance the organization's **mission and strategic goals**.

Key areas of focus include **strategic planning, financial management, stakeholder relations, public engagement, and advocacy** to support **immigrants and refugees** in the community.

Key Responsibilities

Strategic Leadership & Operations

- Develop and implement NAC's **strategic plan**, setting the vision and direction for future initiatives.
- Oversee daily operations, including **staff management, program execution, and budget oversight**.
- Foster an inclusive, collaborative workplace and engage volunteers in NAC's work.

Fundraising & Financial Management

- Lead fundraising efforts by **cultivating donor relationships, securing major gifts and grants, and developing fundraising strategies**.
- Work closely with the **CFO and Finance Committee** to manage NAC's finances, including budgeting, financial reporting, and ensuring compliance with financial regulations.

Board & Community Engagement

- Maintain **regular communication** with the Board of Directors, providing updates on organizational performance and seeking guidance on key decisions.
- Build and strengthen relationships with **community partners, sponsors, stakeholders, and advocates** to expand NAC's reach and impact.

Public Relations & Advocacy

- Serve as NAC's **public representative**, engaging with media, delivering public speeches, and participating in key events.
- Advocate for **policy changes and initiatives** that align with NAC's mission and support immigrant and refugee communities.

Staff Leadership & Development

- **Hire, train, supervise, and motivate staff** to ensure a high-performing team.
- Foster a supportive environment that reflects NAC's commitment to **social justice and equity**.

Additional Responsibilities

- Support **special projects** as assigned by the Board of Directors.
- Utilize appropriate office technology and applications to enhance NAC's operations.
- Perform **other duties** as needed.

Required Skills & Qualifications

- **Strong leadership** and strategic planning abilities.
- Excellent **communication and interpersonal skills** to engage diverse stakeholders.
- Proven experience in **fundraising, donor development, and financial management**.
- Ability to **build and maintain relationships** with community partners, board members, and funders.

- Passion for **social justice and supporting immigrants and refugees**.
- Experience in **nonprofit management, operations, or program leadership**.
- Proficiency in **public speaking** and written communication.

Preferred Background & Experience

- **Bachelor's degree** from an accredited college or university (preferred).
 - Minimum **five years** of program/operations management experience, with at least **two years in a leadership role**.
 - Prior experience working with **nonprofit organizations**.
 - Ability to **clear a background check**.
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Job Details

- **Location:** Claremont, CA
 - **Status:** Part-time, **non-exempt**
 - **Hours:** ~20 hours per week
 - **Compensation:** \$38 per hour
 - **Benefits:** One week of paid vacation
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How to Apply

Interested candidates should submit a **resume, cover letter, and references** to:

 jobs@newcomersaccesscenter.org