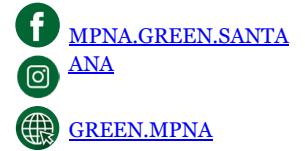




**GREEN MPNA**

**GREEN-MPNA  
Getting Residents Engaged in Empowering  
Neighborhoods  
Madison Park Neighborhood Association (MPNA)**

**Please send resumes to: josejrea@gmail.com**



<b>Position Title:</b> Executive Director	<b>Reports to:</b> GREEN-MPNA Advisory Board
<b>FLSA Status:</b> Exempt	<b>Work Schedule:</b> Scheduled Programming M-F After school/Evenings, some Saturdays 8-2pm, Remote Work.

**Pay Range:** \$80,000-\$90,000, plus benefits. Salary based on experience and qualifications.

**GREEN (Getting Residents Engaged in Empowering Neighborhoods) Programs**

**Mission Statement-** Our organization empowers residents to improve the quality of life in the Madison Park neighborhood and the surrounding South-East Santa Ana communities. GREEN promotes youth educational development, health equity, and a safe and green environment. GREEN is a fiscally-sponsored project of OneOC, a 501 c3 organization..

GREEN has built exemplary programs including a set of elementary, middle school and high school STEM programs; an array of wellness programs; and community actions for environmental justice. This position is responsible for visioning, sustaining, and leading the organization; working collaboratively with the advisory board, university partners, City of Santa Ana staff: Santa Ana Unified School District (SAUSD) officials; community members; oversight and coordination of programs; financial management; administration; and supervision of staff.

**Position Summary:** Reporting to the GREEN-MPNA Advisory Board of Directors, the Executive Director (ED) has overall strategic and operational responsibility for GREEN-MPNA staff, programs, and execution of its mission. The ED ensures ongoing programmatic excellence, rigorous program evaluation, consistent oversight of finance, administration, fundraising, communications, and systems. In collaboration with the GREEN advisory board, staff, and residents, the ED plans and implements programs; connects with community members to identify and address emergent needs; and leads grant writing and fundraising efforts to sustain and grow programs. The ED develops, promotes and strengthens programs as well as bridges connections with SAUSD, UC Irvine, City of Santa Ana, community residents, non-profits, and other key stakeholders. The ED will supervise the operations of programs, staff, and volunteers, taking a lead role in the recruitment and training of volunteer residents with staff.

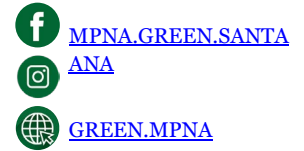
**Essential Functions/Responsibilities**

- Facilitates existing and new partnerships with key institutions and stakeholders, including City of Santa Ana, SAUSD, and UC Irvine research groups
- Leads fund development activities and grant writing and provides supporting documentation to fiscal sponsor
- Directs the academic, health equity, and environmental justice programs, and supports daily program operations, including scheduling, event set up, and problem solving
- Manages grants and program budgets
- Effectively interacts with coworkers, volunteers, participants, and community members
- Creates marketing content
- Performs administrative functions such as preparing invoices and managing cash deposits
- Works with fiscal sponsor to ensure timely payment of instructors, facilitators, and staff
- Prepares agenda and supporting documents for advisory board meetings
- Collects data for program participation and grant reports
- Implements pre and post surveys for program participants
- Promotes the work and success of the GREEN Programs in the city and region
- Serves as the contact for partnerships with organizations, city, school district officials, and UC Irvine
- Performs other duties as assigned.
- Demonstrated ability in reading, creating, and understanding financial documents, including budgets, cash flow,



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income statements, balance statements, the basics of 990 tax returns, audits, and compliance.

- Expands revenue generating and fundraising activities to support existing and new program operations.
- Provides the GREEN MPNA Advisory Board with the resources it needs to build, sustain, and strengthen board functions in to promote growth.

**Supervisory Responsibilities:**

- Supervises staff to plan, implement, and coordinate programs and services
- Schedules program facilitators, volunteers, and staff
- Works with staff to recruit, train and coordinate resident volunteers

**Education and/or Experience Required**

- The ED will be thoroughly committed to GREEN's mission and programs. All candidates should have proven leadership, coaching and relationship management experience, and be able to point to specific examples of having developed and operationalized strategies that have taken an organization to the next stage of growth. Candidate should have an advanced degree or equivalent experience in child development, education, human services, social work, public policy, public health, or business administration, and at least 5 years of related experience.

**Skills and Abilities**

- Must be organized, detail-oriented, and able to multi-task programs and prioritize in fast-paced environment.
- Bilingual, Spanish strongly preferred
- Cultural competency in Latinx communities
- Exceptional community service skills and interpersonal skills with all ages
- Strong organization, problem solving and analytical skills.
- Ability to manage priorities and workflow
- Excellent written and verbal communication skills, with strong interpersonal skills
- Must be proficient in Microsoft Word, Excel, and PowerPoint, and basic social media.
- Ability to work in a fast-paced environment; with interruptions and deadlines.
- Ability to master basic budget programs and grant writing.
- Ability to think logically in following procedures and instructions.
- Welcoming of feedback and ideas from Board, partners, and community

**Working Conditions**

**Physical Demands**

The physical demands described here are representative of those the employee must meet to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; climb stairs; sit; use hands and fingers, to handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stoop, kneel, or crouch. Capability to lift 25 lbs.

**Work Environment**

Work from local elementary school while programming is taking place. Off site visits with local community partners and remote work from home.

*OneOC/GREEN-MPNA is an Equal Opportunity Employer*

The above statements describe the general nature and level of the work being performed for this position, and are not an exhaustive list of all duties and responsibilities. GREEN and the advisory board reserves the right to amend and change responsibilities to meet business and organizational need.