



## **Part-Time Executive Director Job Description**

The mission of Alma Community Care is to provide professional mental health help with gospel-centered care to the families of Greater Logan Heights through family education, parenting seminars, and individual therapy. Partnering with four schools and multiple churches, we served 200+ families in 2025 and are positioned for continued growth.

### **Position Overview**

The Executive Director provides strategic leadership for Alma Community Care's mission and growth. Reporting to the Board of Directors, the ED focuses on fundraising, marketing, community partnerships, and program oversight while supervising a Program Manager who handles operational logistics.

### **Key Responsibilities**

#### **Fundraising & Marketing**

- Develop and execute fundraising strategies to grow revenue and organizational sustainability
- Cultivate and steward individual donors and manage donor communications (newsletters, impact reports, acknowledgment letters)
- Build and strengthen church partnerships for volunteer engagement and financial support
- Write and submit grant applications to foundations, city programs, and manage grant reporting
- Oversee marketing strategy including social media, print materials, and community outreach and ensure consistent brand representation across all platforms

#### **Community Engagement and Strategic Vision**

- Serve as public face of the organization at community events and speaking engagements
- Cultivate relationships with school partners and identify new partnership opportunities
- Lead strategic planning in collaboration with the Board of Directors to guide organizational direction and priorities
- Monitor trends in family support, mental health access, and identify opportunities to deepen impact in Logan Heights



## **Operations & Governance**

- Supervise Program Manager and contract staff including hiring, supervision, performance and salary reviews, work assignments, and training
- Prepare and manage annual budget with Board and Treasurer
- Review and approve all expenditures and ensure that the finances are maintained in accordance with Alma's policies and accepted accounting procedures.
- Attend Board meetings and provide program and financial reports
- Ensure compliance with nonprofit requirements

## **Required Qualifications**

- Excellent written and verbal communication skills
- Experience with nonprofit management (including fundraising, grant writing, or donor relations)
- Proficiency with technology (Google Workspace, social media, donor databases)
- Ability to work independently while collaborating effectively with the Board of Directors and supervising the Program Manager

## **Strongly Preferred Qualifications**

- Bilingual in English and Spanish
- Experience with working with churches and faith-based organizations

## **Position Details**

**Status:** Part-time, non-exempt hourly position (approximately 15-20 hours per week, flexible schedule)

**Reports to:** Board of Directors

**Direct Report:** Program Manager

**Location:** Logan Heights, San Diego with remote work flexibility for administrative tasks

**Compensation:** \$35 per hour

## **To Apply:**

Please submit a resume, cover letter describing your connection to the mission of Alma Community Care and your relevant experience, and a writing sample to [hiring@almacommunitycare.org](mailto:hiring@almacommunitycare.org)