Job Description: Executive Director, Con Mi MADRE

Position Title:
Executive Director

Reports To:
Board of Directors

Location:
Austin, Texas (Hybrid)

Status:
Full-Time, Exempt

Annual Salary Range:
$100K - $115K

How to Apply
Interested candidates may email their cover letter and resume to
careers@blueskypartners.co

About Con Mi MADRE
Con Mi MADRE is a 501(c)(3) nonprofit organization based in Central Texas that empowers Latina students and their mothers through education and support services. With a focus on academic success, personal development, and family engagement, Con Mi MADRE ensures that Latina youth are equipped to graduate high school, succeed in college, and become leaders in their communities.

Position Summary
The Executive Director is the chief executive of Con Mi MADRE and is responsible for the overall strategic, operational, and financial leadership of the organization. Reporting to the Board of Directors, the Executive Director leads a dedicated team, fosters a collaborative and inclusive culture, and represents Con Mi MADRE in the community to advance its mission and secure the resources needed to ensure financial stability. The Executive Director has three direct reports, including but not limited to: Director of Finance & Operations, Director of Programming, and Director of Data, Evaluation & Impact. This position is full-time, with availability to work on evenings and weekends to attend meetings or community events.

Key Responsibilities

Strategic Leadership

- In collaboration with the leadership team, develop and implement the strategic plan that aligns with the organization's mission and goals.
- Lead the organization through data-driven decision-making, setting and monitoring SMART goals, while driving accountability and follow-through across all levels.

Fundraising & Financial Stability

- Lead fundraising strategy, and ensure benchmarks are being met to achieve individual giving, corporate partnerships, and grant goals.
- Steward existing relationships and partnerships while identifying new potential donors, foundations, and partners.
- Collaborate with the Director of Finance and Operations to develop and manage annual budgets, cash flow projections, and financial reports.
- Develop contingency plans to address shortfalls and adjust strategy as needed.

Organizational Management & Oversight

- Supervise, coach, and support leadership team members to ensure effective and aligned performance.
- Promote a positive, collaborative, and mission-driven work culture rooted in equity and accountability.
- Provide strategic support to ensure program initiatives reflect best practices and align with organizational goals.

Board Relations

- Serve as the primary liaison to the Board of Directors; support Board development and engagement.
- Provide regular updates on strategic goals & metrics, organizational performance, and financial health.
- Attend regular board and committee meetings as a non-voting member of the board.
- Collaborate with the Board to refine governance practices and strategic direction.

Community Engagement, Communications & Public Outreach

- Serve as a public spokesperson and advocate for the organization and its participants while out in the community, at meetings, and in the media.
- Build strategic partnerships with school districts, higher education institutions, community organizations, and policymakers.

- Attend in-person meetings with key stakeholders; serve as the organization's representative in task forces or committees as appropriate.
- Support the development and implementation of a communications plan that amplifies the organization's mission through impactful storytelling.

Required Qualifications

- Bachelor's degree in Education Administration, Nonprofit Management, Social Work, Public Administration, or related field.
- Minimum of 5 years of proven leadership experience in nonprofit, education, or social impact sectors.
- Minimum of 5-10 years of supervisory experience.
- Proven experience successfully managing nonprofit budgets.
- Experience transitioning organization through significant change; navigating unexpected challenges, and developing robust contingency/risk mitigation plans to maintain organizational stability.
- Strong financial acumen and proven experience with fundraising, development, grant writing, and donor cultivation.
- Strong organizational and project management skills including planning, delegating, facilitation, and assessment.
- Strong problem-solving, troubleshooting, and critical thinking skills.
- Bilingual (English/Spanish) fluency.
- Familiar with Austin community needs; robust network in and around the Central Texas area.

Preferred Qualifications

- Master's degree in Education Administration, Nonprofit Management, Social Work, Public Administration, or related field.
- Deep understanding of issues impacting Latine students and families, including educational equity.
- Commitment to culturally responsive, inclusive, and trauma-informed practices.
- Familiarity with fundraising and project management platforms (CRMs).
- Prior work in the education, mental health, or social impact sectors.
- Experience working with underrepresented communities, particularly adolescents, youth, and women.

Core Competencies & Skills

- Visionary and strategic leadership
- Data driven decision-making
- Financial and operational oversight
- Fundraising, donor cultivation, and resource development
- Team development, coaching, and staff empowerment

- Relationship building and effective communication
- Equity, inclusion, and cultural responsiveness
- Change management and organizational adaptability
- Accountability, integrity, and results orientation
- Community engagement and mission advocacy

Working Conditions

Hybrid work environment: work from home and office, flexible to work some evenings and weekends.

Benefits

Full-time Benefits: Medical (100% EE only coverage!), Dental, Vision, Life & AD&D, Short-term Disability, 403B Retirement plan, 12 vacation days + 5 wellness days + paid holiday winter break of 10 working days (late Dec-Jan1).