



**Puertas Abiertas**  
**Executive Director**  
**Napa, CA, USA**  
**Full Time Exempt/Onsite**

**Puertas Abiertas Community Resource Center (PACRC)** is a 501(c)(3) nonprofit whose mission is to be a trusted home and advocate that strengthens the Latinx community through multicultural programs and services. The organization envisions a healthy, integrated, and empowered community where everyone thrives through equitable access to cultural wellness, education, social services, and civic engagement.

### **Core Programs & Services**

The Executive Director oversees five primary evidence-informed program areas:

- **Health & Wellness:** Includes the "Fruit & Veggies Bucks" program for fresh produce access, mental health support through La Cultura Cura (Culture Heals), and guided referrals to culturally competent health services.
- **Education & Self-Sufficiency:** Offers comprehensive case management, digital literacy classes in Spanish, financial literacy workshops, and assistance with navigating complex systems and completing benefit applications (e.g., Medi-Cal, CalFresh, EDD).
- **Legal & Navigation:** Acts as a bridge to trusted legal and immigration services and provides workshops on estate planning, labor, and consumer rights.
- **Civic Engagement:** Fosters community leadership through voter registration, voter education, and community advocacy.
- **Disaster Relief:** Provides emergency financial support and basic needs during crises.

### **Job Summary**

The Executive Director (ED) is the chief administrator responsible for the overall health, sustainability, and strategic direction of Puertas Abiertas. The ED provides visionary leadership

to a bilingual team and serves as the primary advocate for Napa Valley's Latinx and immigrant communities.

### **Key Responsibilities**

- **Strategic Leadership:** Develop and implement long-term vision and strategic plans in partnership with the Board of Directors.
- **Fundraising & Development:** Spearhead innovative fundraising initiatives, including grant writing, major donor stewardship, and community events to ensure financial stability.
- **Operations & Financial Management:** Oversee day-to-day operations, manage organizational finances (budgeting, cash flow, and reporting), and ensure compliance with nonprofit regulations.
- **Program Oversight:** Ensure the effective delivery and continuous improvement of the five core program areas listed above.
- **Community Advocacy:** Serve as the public face of PACRC, building relationships with community leaders, media, and partners to address systemic inequalities.
- **Team Leadership:** Recruit, mentor, and evaluate a high-performing bilingual/bicultural staff.

### **Key Competencies**

- **Visionary & Empathetic Leadership:** A visionary leader who inspires and guides the organization toward its goals. Proven track record of motivating, mentoring, developing, and retaining a high-performing bilingual/bicultural staff. Exhibits high emotional intelligence with an authentic, mission-driven leadership style.
- **Public Advocacy & Communications:** Energetic and comfortable in an outward-facing role, serving as the primary spokesperson and public representative for Puertas Abiertas to media, funders, and community partners. Exceptional communicator, proficient in both spoken and written English and Spanish.
- **Cultural Competence & Relationship Building:** Deeply committed to the mission of strengthening the Latinx community. Culturally competent, with a strong appreciation for and the ability to work collaboratively with individuals from diverse backgrounds and life experiences. Skilled in building consensus among various stakeholders, including staff, Board members, funders, and partner organizations.

- **Problem-Solving & Strategic Thinking:** Outstanding problem-solving abilities and the capacity to think creatively to overcome complex challenges, with proficiency in making informed decisions based on data analysis and implementing effective solutions.

### **Required Qualifications (Beyond Education and Language)**

- **Executive Nonprofit Leadership (8+ Years):** Minimum of 8 years of executive-level experience in nonprofit leadership with a proven track record of overseeing day-to-day operations, effective staff management, financial expertise, and a deep commitment to mission-driven initiatives.
- **Comprehensive Fundraising Success:** Demonstrated success in securing diverse funding streams, including individual donors, major gifts, foundations, corporate funding, and special events.
- **Government Contracting & Compliance:** Direct experience with city, state, and federal government contracts, encompassing RFP responses, bidding, negotiation, and compliance assurance.
- **Strategic Planning:** Proven ability to lead or actively participate in organizational strategic planning processes.
- **Cultural & Community Expertise:** Deep understanding of the socio-economic and systemic challenges facing the Napa County Latinx community (e.g., housing instability, immigration status barriers).
- **Subject Matter Knowledge:** Expertise relevant to core services, such as social justice, emergency/transitional services for the unhoused, domestic violence support, and poverty alleviation.
- **Latino Community Experience:** Expertise in the Napa or related Latino communities with Spanish fluency preferred.
- **Technical Proficiency:** Proficiency in key platforms, including Salesforce and Network for Good, as well as standard business applications (Excel, PowerPoint, and Word).

### **Compensation**

The salary is commensurate with experience, ranging from \$103,000 to \$134,000 per year. The benefit package includes basic health coverage, PTO, and a 401k with employer match.

### **To Apply**

[Stacy Nelson & Associates](#) has been selected as the executive search firm to lead this search.

Please send your resume and cover letter to Stacy Nelson & Associates, care of

[stacyn@stacynelsonassociates.com](mailto:stacyn@stacynelsonassociates.com).