



**Job Title:** Director of Miami Dade Initiatives

**Reports To:** Senior VP of Programs

**Classification:** Exempt-Full Time

## **CHANGE LIVES AND MAKE A DIFFERENCE!**

At Hispanic Unity of Florida (HUF), we change lives every single day – in small and big ways. If you want to join an exceptional organization that works tirelessly to ensure that everyone is empowered to live their American dream, please continue reading.

It is imperative that all applicants share in the HUF values as it serves as the foundation for how we treat each other, our clients, our funders, and everyone we encounter. Those values include but are not limited to: *Integrity, transparency, respect, dignity, accountability, diversity, and cultural awareness, commitment to excellence, collaboration, and teamwork.*

### **Position Overview: Director of Miami Dade Initiatives - Geographic Expansion**

Hispanic Unity of Florida (HUF) is seeking a dynamic and experienced Director of Miami Dade Initiatives to lead and manage our geographic expansion initiatives. This role is pivotal in driving HUF's mission to empower the Hispanic community in Miami-Dade County by expanding our services into new regions and markets. The Director of Miami Dade Initiatives will oversee the implementation of programs and services in this county, including food distribution, small business education, free tax preparation, citizenship services, and vocational training, to increase community access to these programs and services.

### **Key Responsibilities**

The **Director of Miami Dade Initiatives** will be responsible for:

1. **Project Launch and Management:** Initiating and executing various projects aimed at expanding HUF's services. This includes developing detailed project plans, defining scope, objectives, timelines, partnerships, and deliverables, and ensuring compliance with funder regulations and organizational policies.

2. **Establishing Partnerships:** Building and maintaining relationships with key stakeholders, including community organizations, government agencies, and businesses. Collaborating with partners to develop joint initiatives that enhance service delivery and reach and attending community events to promote HUF and identify potential partners.
3. **Securing Funding:** In partnership with the Development department, cultivating relationships with current and potential donors to secure ongoing financial support for expansion initiatives.
4. **Supervising Service Expansion:** Leading and supporting staff involved in the expansion, providing guidance and professional development opportunities. Tracking the progress of service expansion initiatives and making data-driven adjustments as needed.
5. **Stakeholder Communication:** Providing regular updates to senior leadership, stakeholders, and other key parties on project status, risks, and key milestones, ensuring transparency and accountability throughout the expansion process.
6. **Local Operations Support:** Supporting the establishment of local offices or partnerships, working with HUF's Operations team to ensure the integration of new operations into the organization's infrastructure, and with the Marketing department to effectively promote programs and services.
7. **Post-Launch Support & Evaluation:** In partnership with the Innovation and Strategic Initiatives department, ensuring the ongoing success of expansion initiatives through post-launch evaluations and providing recommendations for improvements.

## **Qualifications**

The ideal candidate will possess:

1. **Educational Background:** A bachelor's degree in business, project management, or a related field.
2. **Experience:** Proven experience (3-5 years) managing complex projects, preferably in geographic expansion.
3. **Skills and Competencies:**
  - Leadership and strategic planning abilities.
  - Cultural competence and financial acumen.
  - Stakeholder management and project management proficiency.

- Strong communication, problem-solving, and adaptability skills.
- Data analysis capabilities.
- Bilingual abilities (English/Spanish).
- Experience in community engagement and advocacy.

### **Desired Attributes**

1. Entrepreneurial mindset with a passion for business growth and new market opportunities.
2. Proactive, results-oriented, and capable of driving projects to completion.
3. Ability to work effectively under pressure and meet tight deadlines.
4. Cultural sensitivity and adaptability to work in diverse geographic regions.

### **Working Environment**

The position offers a hybrid work environment, with responsibilities carried out both remotely and at HUF's Miami-based satellite office. The Director of Miami Dade Initiatives must be able to travel between HUF locations and home as needed.

### **Physical Requirements**

1. Prolonged periods sitting at a desk and working on a computer.
2. Must be able to lift up to 15 pounds at times.

Hispanic Unity of Florida is an Equal Opportunity Employer and encourages individuals with disabilities to discuss potential accommodations.

This position is crucial for ensuring that HUF's expansion efforts are successful and sustainable, ultimately benefiting the Hispanic community in Miami-Dade County.

I have read my job description and understand my responsibilities.

Employees Signature \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor's Signature \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_

This job description does not alter your "at-will" status. It is not an employee agreement or contract. Management has the right to alter this job description at any time with or without notice. The employee understands that other tasks or duties may be added or assigned from time to time, at the discretion of the administration.