



**Fiesta
Family
SERVICES**

Fiesta Family Services, Inc. Executive Director

Employment Type: Salaried, 30 hours/week

Compensation: \$35–\$40/hour (\$54,600–\$62,400 annually)

Reports to: Board of Directors

Location: Wake County, with a Family Resource Center in Apex, NC, and regional community engagement in Moore, Montgomery, and Richmond counties and surrounding areas

Position Summary

The Executive Director (ED) serves as the organizational leader of Fiesta Family Services, Inc. (FFS) and carries out FFS's and Fiesta Cristiana Mission Congregation's (FCMC) shared vision, mission, and strategic priorities. The ED leads all FFS programs, operations, and community engagement and works with the FFS Board to support strong fiscal oversight, accountability, and organizational effectiveness.

This hands-on leadership position oversees day-to-day operations, financial sustainability, strategic partnerships, and organizational capacity. The ED provides leadership and direction to FFS staff, program managers, and contractors and ensures FFS remains responsive to the needs and lived experiences of the communities it serves while advancing its long-term sustainability and impact.

Key Responsibilities

Organizational Leadership & Operations

- Oversee day-to-day operations, staff supervision, policies and procedures, organizational systems, compliance, risk management, and continuous improvement.
- Work with the FFS Board to support organizational capacity, accountability, and sustainability.
- Serve as the face and voice of FFS at public events, media interviews, legislative advocacy, and other public engagements.
- Maintain compliance with applicable nonprofit and tax-exempt organization requirements to protect FFS's eligibility for charitable funding and ensure adherence to National Family Support Network Standards of Quality.

Financial Management & Sustainability

- Work with the FFS Finance Committee to oversee the organization's financial health, budgeting, financial planning, reporting, and annual audit.
- Develop and prepare the annual operating budget for FFS Board approval and monitor performance against the approved budget.
- Oversee accounting records, financial reports, cash flow, revenue, and expenses to support sound financial management and decision-making.
- Lead fundraising and resource development efforts, including grants, sponsorships, annual campaigns, contracts, individual giving, and other revenue opportunities.
- Develop and implement strategies to diversify revenue sources and strengthen long-term financial sustainability.

Programs, Community Engagement & Effectiveness

- Provide guidance and oversight of programs and partnership development, working closely with staff to strengthen and align programs with organizational priorities.
- Ensure initiatives respond to the needs and lived experiences of rural communities, Hispanic/Latino and immigrant communities, and other underserved populations.
- Build and maintain productive partnerships with government entities, nonprofit organizations, community, faith, and business leaders, educational institutions, and other key stakeholders.
- Monitor program outcomes and organizational effectiveness to support accountability, learning, and continuous improvement.
- Regularly report outcomes and progress to the FFS Board, FCMC, partners, and funders.

Board & External Relations

- Serve as the primary liaison to the FFS Board, providing regular organizational, financial, and strategic updates.
- Maintain alignment between FFS and Fiesta Cristiana Mission Congregation while carrying out FFS's operational responsibilities within the established governance structure.
- Communicate the FFS model, purpose, and initiatives to partners, funders, and the broader community.

Required Qualifications & Experience

The ideal candidate will bring:

- Demonstrated experience leading and managing a **nonprofit, community-based, faith-based, or similarly mission-driven organization**.
- Experience with **operations, staff supervision, fundraising, financial management, and strategic planning**, including budgeting, financial reporting, cash flow, and Board or Finance Committee collaboration.

- Ability to build strong relationships with **fundors, donors, community organizations, government agencies, schools, faith communities, and other partners.**
- Experience overseeing **community-based programs** and using outcomes and community feedback to improve services.
- Understanding of **Latino/a, immigrant, rural, and underserved communities**, with a commitment to centering community voices.
- Strong **Spanish and English communication skills**, written and verbal.
- Knowledge of **nonprofit governance, grants, compliance, and financial management.**
- Strong **organizational, interpersonal, communication, and problem-solving skills**, with the ability to balance strategic leadership and hands-on management.
- Commitment to **equity, inclusion, belonging, community empowerment, and faith-based and missional work.**

Core Competencies

- **Strategic & Operational Leadership:** Turns vision and priorities into clear action while keeping the organization running effectively.
- **Fund Development & Stewardship:** Builds relationships, secures resources, and manages them responsibly.
- **People & Collaborative Leadership:** Builds trust, develops staff, and works effectively with the Board, partners, and community.
- **Community-Centered Leadership:** Listens to community voices, centers lived experience, and responds to community needs.
- **Equity & Cultural Humility:** Leads with respect and a commitment to equity, inclusion, and belonging.
- **Communication & Relationship Building:** Communicates clearly and builds strong relationships with diverse stakeholders.
- **Adaptability & Problem-Solving:** Is resourceful, flexible, and comfortable balancing strategic leadership with hands-on work in a growing organization.

Fiesta Family Services is a growing community-based organization serving Hispanic/Latino, immigrant, rural, and other underserved communities. Our work **promotes compassionate service** by strengthening families, developing the next generation of leaders, supporting immigrant communities, promoting health and well-being, and addressing systemic and structural barriers that affect health and quality of life.

We are seeking a collaborative, mission-driven leader who is ready to work alongside the mission congregation, staff, the Board, community partners, and others to build organizational capacity, strengthen partnerships, and advance our vision of a **beloved community where all belong, all are welcome, and all are needed.**

About Fiesta Family Services

Fiesta Family Services, Inc. (FFS) is the community development and ministry arm of **Fiesta Cristiana Mission Congregation (FCMC)**, serving underserved communities across the Fairway District of the North Carolina Conference of The United Methodist Church, with a particular focus on southwestern Wake County and the rural communities of Montgomery, Moore, and Richmond counties.

FFS and FCMC share vision, mission, and strategic priorities. FCMC provides overarching vision and strategic direction, while FFS carries out the work through its programs, services, partnerships, and community engagement. FFS has its own Board responsible for fiscal oversight, accountability, and organizational effectiveness of FFS and reports to the FCMC congregation and Board on progress toward shared priorities.

Our Vision

We envision a world that embodies God's diverse Beloved Community—where all belong, all are welcome, and all are needed.

Our Mission

We center the lived experiences of historically marginalized and underserved people and proactively work to dismantle systemic and structural inequities.

Priority Focus

Founded out of a deep commitment to **compassionate service**, FFS works to center lived experiences and improve the health and quality of life of Hispanics/Latinos, immigrant families, rural communities, and other underserved populations.

Our Purpose

FFS equips underserved communities and their advocates with the knowledge, skills, and resources to address unmet needs, reduce the root causes of socioeconomic and health inequities, and strengthen their capacity to lead meaningful, lasting change in their communities.

FFS is a member of the North Carolina Family Resource Center Network and Positive Childhood Alliance NC and is certified in the Standards of Quality for Family Strengthening & Support by the National Family Support Network, providing essential information, personalized support, and connections to resources that help individuals and families navigate challenges, build independence, and improve their health and quality of life.

Our Focus Areas

- Strengthening Families
- Building Leaders Through Learning
- Supporting Immigrants and Refugees
- Promoting Community Health and Well-being