



BAHIA, Inc.
Bay Area Hispano Institute for Advancement



Call for Applicants Interim Executive Director

BAHIA Inc.

(updated 3/7/24)

About [BAHIA Inc.](#):

BAHIA Inc (BAHIA) is an established service provider with a unique reputation as the only Latino-led and Latino-serving organization in the City of Berkeley, California. For nearly 50 years, it has provided subsidized and full-cost families with preschool and early childhood education with an immersion in Spanish language and Latinx culture(s).

Expected Duties:

BAHIA seeks a seasoned interim executive director (IED) from the social impact sector who will return the organization to stability and start a new growth phase. Reporting to the board, the IED will bring a fresh perspective and hands-on strategic leadership to turn around the workplace culture with support from an expert facilitator and mediator; ensure the operations and facilities are running smoothly; help maintain financial stability and compliance, and provide leadership to strengthen parents and alumni relations. With input from, and collaboration with, key stakeholders, the IED will implement a board-approved staff infrastructure refresh that lifts BAHIA into a 21st-century organization. This position is expected to conclude upon the hire of a permanent ED and the facilitation of a smooth transition.

Qualifications:

BAHIA seeks a seasoned, bilingual, and bicultural leader and/or with demonstrated experience working with BIPOC communities, cultural humility, strong interpersonal skills, and a track record in early childhood education, human resources, finance, organizational development, program management, team building, community engagement, and compliance with government funding. The IED will bring a collaborative, transparent management style, and a commitment to mentoring, supporting, and partnering with staff and volunteers of diverse backgrounds and experiences. While not required, it's a plus for the applicant who meets California state qualifications for a program director in early childhood education.

Compensation: \$125 to \$150K annual salary equivalent depending on experience; health benefits; vacation, and sick leave. A 40-hour week is desired yet open to negotiation. While the schedule has flexibility, significant presence is expected at the two school sites, and weekend work may be required periodically.

How to Apply: Inquiries, nominations, or applications (including a cover letter and resume) can be sent via email and in confidence to Cynthia Chavez, at cachavezcota@gmail.com by 3/25/24 or until the position is filled.