

employment opportunity

Executive Director

of the



in Madison, Wisconsin

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Employment Opportunity: Executive Director, [Latino Academy of Workforce Development](#)

The Latino Academy of Workforce Development in Madison, Wisconsin is hiring an Executive Director

***Peter Gray Executive Search is the Latino Academy's
exclusively retained partner for this executive search***

All images courtesy of the Latino Academy of Workforce Development, except where noted.

About the Latino Academy of Workforce Development

The [Latino Academy of Workforce Development](#) delivers education and workforce training to build a stronger Wisconsin.



Founded in 2011, the Latino Academy has been an independent 501c3 nonprofit organization since 2022.

Its education and training offerings include [Commercial Drivers License \(CDL\)](#) and other [employment training](#), [adult education](#), [women's workplace mentorship](#), and [financial education](#).

Located in Madison, Wisconsin, the Latino Academy has over 20 staff and an operating budget of over \$2 million.

In 2022, the Latino Academy delivered 6,264 hours of instruction and support services to 2,249 individuals, initiating 201 career pathways and awarding 151 industry recognized credentials.

Read the Latino Academy's [2022 Impact Report](#).

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Vision and Mission

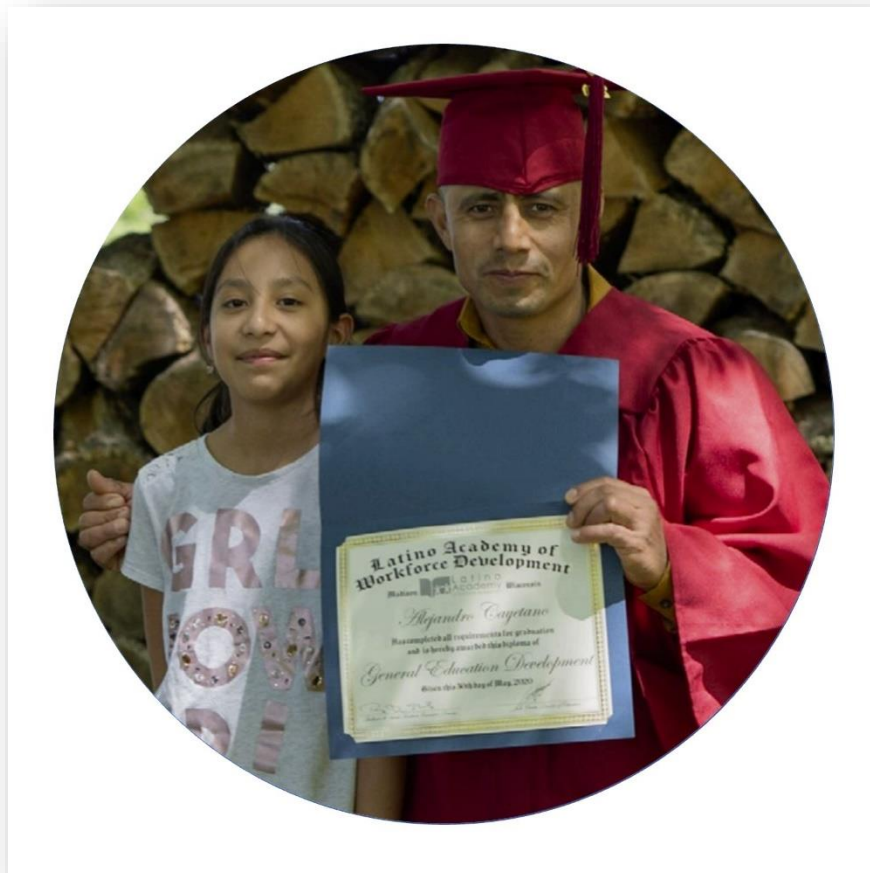
Mission: The Latino Academy of Workforce Development strengthens our diverse communities by providing linguistically and culturally competent adult education programming that advances opportunities to ensure that individuals and families thrive socially, economically, and civically.

Vision: We envision a world where social and economic equity guarantees that everyone will reach their full potential.

Visión y Misión

Misión: La Academia Latina de Desarrollo de la Fuerza Laboral fortalece nuestras comunidades diversas al brindar programación de educación para adultos lingüística y culturalmente competente que promueve oportunidades para garantizar que las personas y las familias prosperen social, económica y cívicamente.

Visión: Imaginamos un mundo donde la equidad social y económica garantice que todos alcanzarán su máximo potencial.



About the position

The Executive Director is the organization's chief executive officer. The position's responsibilities include hiring staff (currently 20+ people) and supervising the management team, managing the organization's budget (over \$2 million), ensuring the successful operation of the office, and guiding the development and execution of the organization's strategic plan. The Executive Director reports to the Board of Directors.

The Executive Director's responsibilities include:

Strategic Leadership:

- Develop and implement a strategic vision for the Latino Academy of Workforce Development in alignment with its mission and goals.
- Provide leadership in guiding the organization towards enhancing workforce development and education opportunities for the Latino and non-Latino community.

Program Management:

- Oversee the design, implementation, and evaluation of Workforce Development, Education, and Leadership and Wellness programs that address the needs of the community.
- Ensure programs are effective, culturally sensitive, and contribute to the overall mission.

Fundraising and Development:

- Lead fundraising efforts to secure financial support for the organization's programs and initiatives.
- Cultivate relationships with donors, sponsors, and grant-making organizations focused on workforce development and Latino empowerment.

Financial Management:

- Develop and manage the organization's budget, ensuring financial sustainability and responsible resource allocation.
- Provide regular financial reports to the board and stakeholders.

Board Relations:

- Collaborate with the board of directors to set strategic priorities and ensure effective governance.
- Keep the board informed of organizational developments and seek their input on key decisions.

Community Engagement:

- Represent the Latino Academy of Workforce Development to external stakeholders, including government agencies, community partners, and businesses.
- Build and maintain positive relationships within the community and other relevant networks.

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Advocacy and Public Relations:

- Advocate for workforce development and education policies and opportunities that benefit the Latino community.
- Oversee public relations and marketing activities to promote the organization's impact and success stories.

Staff Management:

- Recruit, train, and manage a diverse team, fostering an inclusive and collaborative work environment.
- Conduct performance evaluations and support professional development for management team members.



Experience and skills sought

This position requires strong bilingual fluency in Spanish and English, and bicultural competencies to engage with Latino Academy students and stakeholders.

In addition, a strong candidate would have some combination of these experiences and skills:

- Significant organizational leadership experience in adult education, workforce development, or a related field.
- Experience working in or volunteering for a nonprofit, community-based organization, and engaging with a nonprofit Board of Directors.
- Successful nonprofit development experience, including grant writing, donor stewardship, and cultivation of corporate partnerships/sponsorships.



- Demonstrated ability to collaborate and multi-task.
- Excellent researching, writing, public speaking, and advocacy skills.
- Experience representing agency needs with elected officials.
- Bachelor's degree in education, public administration, or related field; or comparable experience.

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Office location: Madison, Wisconsin

The Latino Academy of Workforce Development serves the Madison, Wisconsin metro, with an [office](#) located in Madison.

The Executive Director position requires a regular in-person presence in the Madison office. The Latino Academy of Workforce Development supports hybrid work, and some work-from-home is acceptable after an initial ramp-up period.

This is a national search, and the Latino Academy of Workforce Development is ready to offer financial assistance for relocation.

TO MADISON BY CAR:

From Milwaukee: 79 miles, 1½ hours

From Dubuque: 91 miles, 1¾ hours

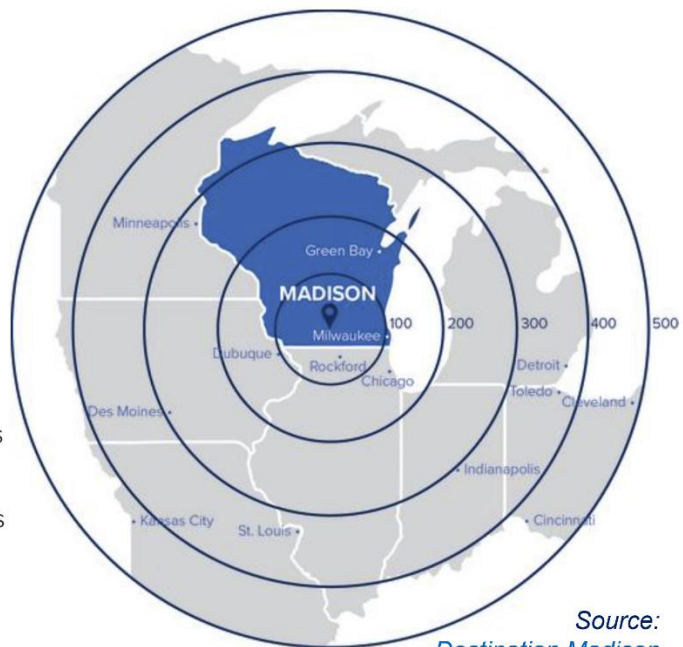
From Chicago: 147 miles, 2½ hours

From Green Bay: 140 miles, 2½ hours

From Minneapolis: 273 miles, 4½ hours

From Des Moines: 292 miles, 4¾ hours

From St. Louis: 359 miles, 5½ hours



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About Madison, Wisconsin

Madison, Wisconsin is a vibrant city of over 250,000 residents. Its Dane County metro area is home to over 560,000 residents, making it Wisconsin's second largest metro, after Milwaukee.

Madison is the capital of Wisconsin, a world-class [research & technology university](#) city, and a thriving creative-class hub.



Nestled on a chain of scenic lakes, the Madison region has been home to the [Ho-Chunk nation](#) for over 11,000 years. Its Ho-Chunk name is [Dejope](#), meaning "Four Lakes." The region has the world's largest concentration of [Indian effigy mounds](#). There are [dozens](#) on the University of Wisconsin-Madison campus alone.

Madison is consistently named a [best place to live](#) in US nationwide rankings and surveys. Madison earns accolades for its [green & healthy](#) lifestyle, its [gender parity at work](#), its [family-friendliness](#), its [sports](#), its great [beer](#) scene, even its [happiness](#). (See Madison [rankings](#), [fun facts](#), and [things to do](#).)

Madison's local economy and job market are among the strongest in the US. Dane County (metro Madison) had just [2.5% unemployment](#). (Compare to unemployment rates of [2.6% statewide](#) and [3.5% nationwide](#)). National and global companies headquartered in metro Madison include [Epic Systems](#), [American Family Insurance](#), [Exact Sciences](#), [Lands End](#), [TruStage](#), [Promega](#), [ETC](#), and [Sub-Zero](#).

Madison has a vibrant nonprofit sector. Locals like to say Madison has the most nonprofits per capita of any US city. (Don't tell them [this report](#) ranks Madison #2!)

With a median home cost of \$337,500, Madison offers a lower [cost of living](#) than many desirable metros.

Madison's racial and ethnic [demographics](#): 73% non-Hispanic White, 9% Asian, 7% Hispanic, 6% Black, 5% other.

Business and civic organizations active in Madison include [Downtown Madison Inc.](#), the [Greater Madison Chamber of Commerce](#), the [Madison Black Chamber of Commerce](#), the [Latino Chamber of Commerce of Dane County](#), the [Hmong Wisconsin Chamber of Commerce](#), and the [Wisconsin LGBT Chamber of Commerce](#).

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Latino life and culture in Madison, Wisconsin

The Madison, Wisconsin metro area has a thriving Latino community of about 40,000 people identifying as Hispanic, [according to the US Census Bureau](#).



University of Wisconsin-Madison students celebrate the start of Hispanic Heritage Month. Photo: [Lauren Aguila, Daily Cardinal](#)

In addition to large Mexican and Puerto Rican communities, Madison is home to immigrants from Cuba, El Salvador, Columbia and Nicaragua. ([WI DHS](#))

The Madison Metropolitan School District has a bilingual immersion elementary school, [Nuestro Mundo Community School](#).

Madison has many [restaurants](#) offering a diverse range of Latin American cuisine.

Business, civic and cultural organizations serving Madison's and Wisconsin's Latino communities include:

- [Centro Hispano of Dane County](#)
- [Latino Professionals Association](#)
- [Latino Chamber of Commerce of Dane County](#)
- [Latinos Organizing for Understanding and Development \(LOUD\)](#)
- [Latino Health Council](#)
- [Latino Consortium for Action](#)
- [Hispanic Chamber of Commerce Wisconsin](#)
- [Wisconsin Latino Chamber of Commerce](#)

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salary and benefits

The Latino Academy of Workforce Development's Executive Director position has a salary range of \$100,000 - \$110,000.

The Latino Academy of Workforce Development's [employee benefits](#) include employer-subsidized group health plan; dental and vision plans; 401(k) retirement plan with a generous employer match; health savings account; flexible spending account; life, short-term, and long-term disability insurance; employee assistance program; and paid time off.



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interested?

Please [apply confidentially](#): bit.ly/LatinoAcademy-apply

Deadline: rolling. The position is open until filled. It was announced on **February 21, 2024**. Rather than setting an application deadline, we are considering applications and holding interviews on a rolling basis. For best consideration, please apply promptly; and please complete all questions in the application, including the cover letter/personal statement. Our goal is to fill this position by **May 2024**.



The Latino Academy of Workforce Development has exclusively retained [Peter Gray Executive Search](#) to conduct the search for its new Executive Director. Peter Gray Executive Search is a social impact executive search firm in Madison, Wisconsin.

The Latino Academy of Workforce Development and Peter Gray Executive Search are equal opportunity employers, committed to attracting candidates representing a diverse range of backgrounds. The Latino Academy of Workforce Development strongly believes it benefits from the perspectives and talents of a racially and culturally diverse staff.

about peter gray executive search



Peter Gray (he/him) is a recovering Wall Street recruiter who now recruits social impact leaders and fights bias in hiring.

As founder and CEO of [Peter Gray Executive Search](#), he guides nonprofit organizations and social impact employers through [leadership succession](#) and other [strategic hiring](#). He also [trains](#) employers on diversifying hiring outcomes, and [coaches](#) individuals on overcoming bias in job search and career advancement.

Peter began his career in executive search at Korn Ferry in New York City. He gives back as a volunteer adviser, fundraiser, and board member for nonprofit and civic organizations. He chairs the Boys & Girls Clubs of Dane County's [Move 'n' Groove for Boys & Girls Clubs](#) campaign, which has raised over \$10 million for youth development.

Peter holds a BA from Harvard University, and an MBA from Columbia Business School.

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