

Director of Strategy & Operations

Employment Status: Full-Time Exempt (40 hours/week, in person)

Reports to: Executive Director

Who We Are

With a mission to celebrate, nurture, and preserve Latinx arts and cultures, Arte Américas is the Central Valley's largest Latinx cultural arts center. Our exhibitions and programs are educational, family-friendly, and culturally specific, featuring local and international artists whose work represents the diversity of cultural art forms throughout the Américas.

What We Do

Arte Américas serves the Central Valley's diverse communities by creating opportunities to experience, learn about, and celebrate the rich cultural traditions and contemporary expressions of Latinx communities. Through exhibitions, educational programs, festivals, performances, and community partnerships, we engage audiences of all ages and backgrounds while advancing cultural understanding, artistic excellence, and community connection.

About the Position

Arte Américas seeks a highly organized, collaborative, and mission-driven leader to strengthen organizational systems, advance strategic initiatives, and support institutional growth during an exciting period of expansion and long-term planning.

Working closely with the Executive Director, Board of Directors, staff, and key stakeholders, the Director of Strategy & Operations will oversee organizational systems, strategic planning initiatives, operational effectiveness, and cross-departmental projects that contribute to the long-term sustainability and impact of the organization.

The ideal candidate brings strong nonprofit management experience, excellent project management skills, and the ability to balance strategic thinking with hands-on implementation in a dynamic, community-centered environment.

Primary Job Functions

Operations & Organizational Infrastructure

- Strengthen organizational systems, workflows, and administrative processes to improve efficiency and effectiveness across the organization.
- Develop and maintain operational policies, procedures, documentation, and continuity plans.
- Support budgeting, reporting, data management, and organizational compliance activities.
- Coordinate operational relationships with external consultants, accountants, and service providers.

Strategic Planning & Organizational Development

- Lead and coordinate organizational strategic planning efforts in partnership with leadership, staff, and board members.
- Facilitate research, stakeholder engagement, and implementation planning to advance organizational priorities.
- Develop tools, recommendations, and frameworks that support institutional growth, sustainability, and long-range planning.
- Support board and leadership initiatives that strengthen organizational capacity and effectiveness.

Development Infrastructure & Capacity Building

- Support the development of systems and processes that strengthen fundraising, grant management, and donor engagement efforts.
- Assist with organizational growth initiatives, including recruitment, onboarding, and staff development processes.
- Collaborate across departments to align operational, programmatic, and development goals.

Community Engagement & Special Projects

- Coordinate strategic organizational initiatives, stakeholder events, and special projects.
- Serve as a liaison with community partners, institutional collaborators, consultants, and funders.

- Support planning and execution of major organizational milestones, public events, and community engagement activities.

Leadership & Collaboration

- Foster a culture of collaboration, accountability, innovation, and continuous improvement.
- Strengthen communication and coordination across departments and project teams.
- Exercise sound judgment, professionalism, and discretion in all aspects of the role.
- Stay informed on best practices in nonprofit management, organizational development, and cultural sector leadership.

Qualifications

- Commitment to Arte Américas' mission, vision, and community-centered values.
- Master of Public Administration (MPA), Master of Business Administration (MBA), or related graduate degree preferred.
- Bachelor's degree and significant experience in nonprofit leadership, operations, strategic planning, organizational development, or a related field may be considered in lieu of an advanced degree.
- Minimum of five years of progressively responsible leadership experience within nonprofit, cultural, educational, public-sector, or community-based organizations.
- Demonstrated success managing complex projects, organizational initiatives, and cross-functional collaborations.
- Strong organizational, analytical, and problem-solving skills.
- Excellent written, verbal, and interpersonal communication abilities.
- Ability to manage multiple priorities, work independently, and maintain confidentiality.
- Experience with nonprofit operations, governance, budgeting, grants management, or organizational capacity building preferred.
- Bilingual in English and Spanish preferred.

Compensation



Annual salary: **\$80,000**

Arte Américas offers a competitive benefits package, including paid time off, holidays, and other benefits available to full-time employees. (approximate value \$6,000)

Other Duties

Please note this job description is not designed to contain a comprehensive listing of activities, duties, or responsibilities required of the employee. Duties and responsibilities may change at any time based on organizational needs.

ADA/FEHA

Arte Américas will make reasonable accommodations in compliance with the Americans with Disabilities Act of 1990 and California's Fair Employment and Housing Act.

EEO

Arte Américas is an equal opportunity employer. All aspects of employment, including decisions regarding hiring, promotion, discipline, or discharge, will be based on merit, qualifications, performance, and organizational needs. We celebrate diversity and are committed to creating an inclusive environment for all employees.

To Apply

Please send a resume and cover letter to jobs@arteamericas.org