Career Opportunity
Executive Director - EHED

Esperanza has an immediate full-time opening for an entrepreneurial, energetic, imaginative, and well-organized individual to lead Esperanza’s Housing and Economic Development (EHED) division providing technical assistance and business district management services in the Hunting Park community.

Esperanza is a faith-based non-profit organization committed to raising awareness and identifying resources that strengthen the Hispanic community.

The Executive Director – Esperanza Housing and Economic Development will plan, organize, and direct all housing and economic development activities for Esperanza’s EHED division, to include:

• Develop and implement organizational goals and objectives related to economic and housing activities and programs
• Review and approve EHED project plans, proposals and reports; conduct public meetings and coordinate discussions on EHED issues; manage the development of grant applications.
• Supervise all EHED staff, manage division budget, and collaborate internally with other Esperanza programs/services.
• Generate community development opportunities by partnering with nonprofit organizations and governmental entities with a focus on EHED.
• Develop and expand existing and new EHED programs to enhance total department revenue.
• Develop and implement systems to measure the effectiveness and results of program/plan activities.
• Identify and communicate with key donors and secure funding for department programs.

Desired Knowledge, Skills, and Abilities include:

• MA Degree from an accredited college or university in business or public administration, economic development, urban planning, or related field of study is preferred.
• 5+ years’ experience in a program leadership role with commercial district management, economics, public relations, planning, business administration, public administration, retailing, non-profit administration, and/or small business development.
• Understand the issues confronting small business owners in underserved communities
• Must be entrepreneurial, energetic, imaginative, well-organized, and capable of functioning effectively in an independent environment.
• Bilingual (English/Spanish) proficiency required
• Microsoft Office Suite applications proficiency
• Excellent written and verbal communication

Esperanza offers a comprehensive employee health & wellness benefits program. Salary range is competitive based on experience. Our office is located at: 4261 North 5th Street Philadelphia, PA 19140.

Interested candidates should email a resume along with salary requirements to: jobs@esperanza.us and please indicate Executive Director - EHED in the subject line. For more information, check us out at: www.esperanza.us

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