

## **Deputy Director, Operations**

### **Advance economic opportunity for Latino entrepreneurs throughout Minnesota.**

LEDC is seeking a strategic and experienced Deputy Director, Operations to serve as a senior executive leader and key partner to the Executive Director. This role will lead internal operations, organizational systems, people infrastructure, compliance, and cross-functional alignment for a growing nonprofit Community Development Financial Institution (CDFI). The Deputy Director will help ensure LEDC operates with discipline, accountability, and a strong mission- and equity-centered culture as the organization continues to scale its impact across Minnesota.

### **Job Description**

#### **Organization:**

The Latino Economic Development Center (LEDC) is a nonprofit Community Development Financial Institution (CDFI) that serves all of Minnesota and whose mission is to transform our community by creating economic opportunities for Latinos/as/e. Since 2003, LEDC has worked with aspiring entrepreneurs and existing small businesses to offer technical assistance, business development strategies, and access to affordable capital for equipment, working capital, and/or land/building acquisition or rehabilitation needs. Our vision is a thriving multicultural community enriched with Latino leadership, culture, and economic influence. With over 370,000 Latinos in MN representing 6% of the population it is imperative to have a presence in the region.

*El Centro de Desarrollo Económico Latino (LEDC, por sus siglas en inglés) es una Institución Financiera de Desarrollo Comunitario (CDFI, por sus siglas en inglés) sin fines de lucro que sirve a todo Minnesota y cuya misión es transformar nuestra comunidad mediante la creación de oportunidades económicas para los latinos. Desde 2003, LEDC ha trabajado con aspirantes a empresarios y pequeñas empresas existentes para ofrecer asistencia técnica, estrategias de desarrollo empresarial, acceso a fondos de préstamos para la creación o expansión de empresas, necesidades de equipamiento, capital de trabajo y/o adquisición o rehabilitación de terrenos/edificios. Nuestra visión es una comunidad multicultural próspera enriquecida con liderazgo, cultura e influencia económica latina. Con más de 370,000 latinos en Minnesota, que representan el 6% de la población, es imperativo tener presencia en la región.*

**Position:** Deputy Director, Operations

**Reports to:** Executive Director

**Employment Classification:** Full-time, Exempt

**Location:** Saint Paul, MN



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## **Job Summary:**

The Deputy Director, Operations is a Senior Executive leader at the Latino Economic Development Center MN (LEDC MN) and a strategic partner to the Executive Director. In this role, the Deputy Director provides primary leadership over internal operations, organizational systems, and management infrastructure for a mature nonprofit Community Development Financial Institution (CDFI).

As a member of the executive leadership team, this role provides enterprise-level oversight of internal operations, organizational systems, people infrastructure, compliance, and cross-functional alignment along with external communications and strategic leadership. This role requires clear and transparent communication and coordination with the Executive Director

As LEDC MN continues to scale impact, complexity, and geographic reach, the Deputy Director ensures the organization operates with discipline, cross division collaboration, consistency, and accountability while maintaining a strong mission- and equity-centered culture. This role focuses on operational excellence, people management, compliance, outreach, and cross-departmental alignment.

## **Key Areas of Responsibility:**

### **Executive & Organizational Leadership**

- Serve as a core member of LEDC MN's executive leadership team, contributing to strategic planning, organizational priorities, and long-term sustainability and resilience.
- Translate Board and Executive Director priorities into organizational systems, workflows, decision rights, and performance expectations.
- Act as a senior organizational decision-maker and provide leadership continuity in the Executive Director's absence, as delegated.
- Foster an organizational culture grounded in accountability, transparency, racial equity, and continuous improvement.

### **Operations & Internal Infrastructure**

- Provide executive oversight of day-to-day organizational operations, ensuring alignment across programs, finance, lending support, and administration.
- Lead the refinement and enforcement of internal policies, procedures, and controls that support a mature, compliant, and scalable CDFI.
- Oversee internal people systems, including performance management, supervision structures, staff development, workforce planning, and organizational design, in partnership with internal or external HR support as applicable.
- Ensure operational readiness to support growth, audits, reporting requirements, and increasingly complex funding and capital structures.

### **Financial Management, Compliance & Risk**

- Partner closely with the Executive Director and finance leadership on budgeting, financial planning, payroll coding, cash-flow management, forecasting, and internal fiscal controls.
- Ensure strong internal systems for compliance with CDFI Fund certification requirements, public funding, philanthropic grants, and regulatory obligations.



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- Oversee organizational risk management, internal controls, audits, and reporting processes.
- Support organizational dashboarding, impact measures, data governance, and performance reporting to ensure accuracy, consistency, accountability, and decision-ready information.

## **Program and Strategic Initiatives Oversight**

- Provide executive oversight of lending, business development and strategic initiatives and program areas.
- Ensure lending operations are adequately staffed, resourced, and supported by strong systems and policies.
- Monitor portfolio level performance, operational efficiency, and compliance indicators in partnership with lending leadership and finance staff.
- Support evaluation of new products or program expansions from an operational feasibility and risk perspective.
- Assist LEDC with strategies for greater resiliency in revenue generation.

## **External Partnerships & Resource Development**

- Support the Executive Director in maintaining strong relationships with funders, investors, public agencies, and institutional partners.
- Represent LEDC at events, workshops, panels, and conferences periodically.
- Contribute operational, compliance, and financial insights to fundraising, government contract capital raising, grant development and compliance, and contract development efforts.
- Represent LEDC MN in external settings as assigned, particularly on topics related to organizational capacity, infrastructure, or systems.

## **Board & Governance Support**

- Prepare and contribute to board materials related to operations, finance, risk, and organizational performance.
- Support board committees (e.g., finance, audit, and governance) as appropriate.
- Support board and committee reporting by preparing timely, accurate, and actionable materials related to operations, finance, risk, compliance, and organizational performance.

## **Qualifications:**

### **Required**

- Bachelor's degree in business, public administration, finance, nonprofit management, or a related field required; equivalent combination of relevant education and executive-level experience may be considered. Advanced degree preferred.
- 7–10+ years of progressive leadership experience, including senior responsibility for operations, administration, compliance, finance coordination, or organizational infrastructure in a nonprofit, CDFI, financial institution, or other mission-driven organization. Demonstrated experience supporting budgeting, audits, internal controls, compliance, and cross-functional planning in a complex organizational environment.
- Strong understanding of nonprofit finance, compliance, governance, and organizational systems.
- Proven ability to lead managers, build infrastructure, and support organizational scale and maturity.



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- Deep commitment to racial equity, economic justice, and community centered development.

## Preferred

- Advanced degree.
- Prior leadership experience within a mature CDFI or similarly regulated financial organization.
- Familiarity with Minnesota's nonprofit, economic development, and public funding landscape.
- Experience supporting audits, CDFI Fund reporting, and multi source funding compliance.
- Experience partnering with boards or board committees on finance, audit, governance, or organizational performance matters.
- Bilingual English/Spanish or other languages spoken by the communities LEDC MN serves.

## Compensation and Benefits:

This is a full-time, grant-funded position. The pay range for this role is **\$115,000-\$135,000 per year**, depending on qualifications and experience. Some work may be performed at partner agency locations across Minnesota.

- **Hours:** Monday–Friday, 9:00 a.m.–5:00 p.m., with occasional evenings or weekends as needed.
- **Benefits:** Employer-paid medical, dental, vision, short-term disability, and long-term disability; 9 paid holidays (including two floating holidays); paid time off from Christmas Eve through New Year's Day; Paid Parental Leave.

## Physical Requirements:

This role requires the ability to move equipment, documents, or work materials up to 30 pounds.

## Equal Employment Opportunity

LEDC celebrates diversity and is committed to creating an inclusive environment for all employees. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

Reasonable accommodations will be provided for applicants with disabilities. If you are an individual with a disability who needs assistance, please contact [careers@ledcmn.org](mailto:careers@ledcmn.org) and indicate what assistance is needed.

LEDC regrets that it is unable to offer H-1B sponsorship at this time. The successful candidate must be able to accept work in the U.S. by the day employment begins.

## To Apply

Please send a cover letter, resume, and three references to [careers@ledcmn.org](mailto:careers@ledcmn.org).

*Latino Economic Development Center 804 Margaret Street, Saint Paul, MN 55106*