

Proposal for Consideration: Hiring of an Administrator for Manos de Amor Por A.C.

BACKGROUND

The Steering Committee of Manos de Amor is a group of volunteers that have been working for many years in areas of fundraising, volunteer coordination, teaching English, building maintenance and most importantly in building relationships with the children and their families. We consider ourselves to be integral parts of the fabric of Manos de Amor and have worked alongside Veronica to support her leadership and vision for Casa Hogar. While the committee recognizes it has no legal authority, it does believe it has moral authority to the organization, to the donors and most importantly to the children.

Veronica Gomez Garcia is the paid Staff Director of Manos de Amor Casa Hogar, as well as the legal President of the Manos de Amor Por A.C. organization. She is one of the founding directors and has worked for many years for the good of many disadvantaged children and families in Banderas Bay.

Over the past 2 years, the members of the Steering Committee have begun to see issues that leave them uncomfortable in areas of financial accountability and staff turnover. After discussing these issues on many occasions, we have concluded that the best solution is to hire an Administrator to work alongside Veronica to oversee the day-to-day operations of the association and home. We believe that the size and scope of the job is too big for one person and it is time to bring on a second person to be part of the leadership team. This is not meant to be seen as 'taking away' from Veronica, but rather as giving additional support and assistance. In this scenario, Veronica would maintain her role as the head of the organization within the community and with the children and their families. She would continue to be "Mama Vero".

ADMINISTRATOR ROLE

The Administrator will be hired, fired and overseen by the Steering Committee, through a local liaison to be agreed upon.

The areas of responsibility for this full-time position will be as follows:

1. Finance:
 - a. Monthly Profit and Loss statements and bank reconciliations
 - b. Annual audit
 - c. Systems and processes regarding all donations including cash, checks, online donations and donated goods and services
 - d. Application and follow up of grants and financial requests
2. Staff
 - a. Hiring, firing and supervision of all staff
 - b. Staff training – first aid, discipline, dealing with children and trauma
 - c. Scheduling
 - d. Payroll
 - e. Job descriptions and annual evaluations
3. Donor Relations
 - a. Visits, regular reports and updates, acknowledgement of all gifts
4. Building and Vehicle Maintenance
5. Event and Activity Schedule

QUALIFICATIONS

A hiring committee will be set to interview candidates. At that time a list of qualifications will be created which would include such items as:

- Bilingual
- Training and experience in Managing an organization
- Ability to work full time hours

In agreement of the Manos de Amor Steering Committee Members:

Walter Vink
Norman Poulin
Karen McKenzie
Karen Swanson
Willi Crownhart
Ann Milling