



**JOB TITLE: DIRECTOR OF ADVOCACY & COMMUNITY ORGANIZING**

**SALARY: \$80,000-\$85,000**

**GENERAL FUNCTION:**

Reporting directly to the Chief Executive Officer, the Director of Advocacy & Community Organizing assists with developing, communicating, executing, and sustaining Chicano Federation's strategic initiatives. The Director of Advocacy & Community Organizing will serve as a critical member of the leadership team. In collaboration with the CEO, this role will articulate and implement a strategic vision for the agency that focuses on community building, effective growth, establishing partnerships to grow and sustain the organization, managing special pilot projects, and serving in a high-profile external role representing the CEO at key functions.

**ESSENTIAL FUNCTIONS:**

- Provides strategic leadership and oversight to the Engagement and Outreach Department, including the Social Services Supervisor and the Engagement & Outreach Team.
- Leads the Leadership Training Institute (LTI), enhancing curriculum, recruiting participants, engaging alumni, and aligning initiatives with strategic goals.
- Establishes brave spaces to listen to community voices, feedback, and needs.
- Establishes ongoing methods for community organizing skill building, support and mentorship.
- Leads coalition and community building and organizing, assisting the CEO to develop relationships and partnerships throughout San Diego County with key partners.
- Advance the Chicano Federation's top policy priorities by aligning initiatives with community needs and organizational goals.
- Conduct in-depth research on policy trends and emerging community issues, leveraging data to craft informed policy recommendations and impactful advocacy campaigns.
- Designs and implements comprehensive civic engagement programs to mobilize community members.
- Facilitates the execution of the organization's strategic plan by working collaboratively with the other leadership members and ensuring that the strategy is communicated clearly.
- Works with finance department to develop and monitor department budget.
- Develops a team-based environment to motivate and inspire staff to work collaboratively toward shared goals by clearly communicating the agency's vision.
- Ensures that strategic actions are completed at all levels to achieve desired results.
- Collaborates with management team to devise effective short- and long-term plans.
- Oversees special projects including coordinating partners and managing staff to set, track and achieve goals, and build and develop their skills.
- Coordinates with Program Managers/Supervisors to develop new ideas and projects.
- Coordinates with Program Managers/Supervisors to identify and create leadership and professional development opportunities for staff.
- Supports fund development efforts through the promotion and execution of the agency's year-end fundraising efforts, annual fundraising event, proposal writing, and partnering



*Cultivating opportunities and advocating for families and individuals for a more equitable comunidad*

with the CEO and Development Director to steward funding relationships.

- Plays an active role in strengthening and maintaining the organization's mission and values.
- Perform other duties as assigned.

**EDUCATION:**

A bachelor's degree required, Master's degree preferred; or an equivalent combination of education and experience.

**EXPERIENCE:**

A minimum of four years of leadership experience in community organizing, nonprofit, for-profit, government, or philanthropy, working on development and strategic planning. Comprehensive working knowledge of strategic planning, organizational structure, budgeting, administrative operations, and fundraising in our ongoing efforts to better serve our community. Demonstrated ability to analyze and compile data for planning purposes. Excellent communication skills, both written and oral. with the ability to represent the organization externally across a wide range of stakeholders and constituencies. Strong relationship builder with the ability to find common ground, build consensus, and strengthen collaboration among diverse stakeholders. Strong community and political awareness. Demonstrated commitment to diversity, equity, inclusion and justice. People-focused mindset. Bilingual/Spanish Fluency preferred.

**OPERATING RESPONSIBILITY:**

Must interact with agency employees at all levels in a personal and professional manner. Must maintain professional interactions with Board of Directors. Confidentiality is of major importance for this position when dealing with board communications, actions, personnel matters, and organizational strategy. Effective decision making required as well as ability to handle multiple tasks and responsibilities.

**WORKING CONDITIONS:**

Works in an office environment with a professional business dress policy. Travel required to attend meetings and workshops. Must have a vehicle, current driver's license, and proper insurance. Must be available to work occasional evening and weekend hours.