

Position: Co-Executive Directors

Location: Raleigh, North Carolina

Type: 2 Full Time positions -- one to be filled immediately and another to be filled after the 1st Quarter

ABOUT OUR ORGANIZATION

Poder NC Action is a values-driven Latinx c4 non-profit, nonpartisan organization in North Carolina. We're building and nurturing people power with forward-thinking NC Latinxs by 1) investing in our people & their leadership development; 2) exercising our organizing & political muscle for short-term policy and political wins; 3) doing intentional base-building for long-term movement wins. Our mission is carried out through year-round work that includes organizing around policy issues, civic engagement, voter mobilization, and expanding the electorate to create a new wave of Latinx decision-makers in the realms of policy and politics.

THE IDEAL CANDIDATES

Poder NC Action seeks Co-Executive Directors who will play an important role in helping shape the strategies of our community-grounded organization to demand a more just and accessible democracy for all North Carolinians. We are seeking confident and creative leaders with experience building organizations, creating systems and coalescing stakeholders for action, and with enthusiasm for building power in historically marginalized communities, specifically the Latinx community. The Co-Executive Directors will convene, inspire, and guide the individual and collective power of North Carolina's Latinx communities through active collaboration of individuals, community and civic leaders, partner organizations, donors, elected officials, and others to build transformative civic and electoral power.

In collaboration with the Board of Directors, the Co-Executive Directors will help implement the organization's strategic mission and vision, including developing imaginative and effective programming, strategic communications, fundraising, and creating efficient operations necessary for a nimble organization. The successful candidates will be effective leaders who bring a passion for inclusive decision-making and who are firmly committed to racial equity and power building in communities of color. S/he/they will bring sophisticated analytical skills around race, equity and power, particularly in an electoral context, and demonstrate a deep commitment to building a just society and healthy democracy through civic engagement. Women and people of color are encouraged to apply.

This is an exciting opportunity to be Poder NC's first dedicated Co-Executive Directors with the freedom to create and bring to life a blueprint for the organization's future identity, infrastructure and strategy.

THE DESIRED LEADERSHIP PROFILE

Core Characteristics

• Passion for the Mission

A champion with a true passion for building power and love for our gente. They will exhibit a wide-ranging curiosity and interest in the needs of our diverse community and will have the skills and enthusiasm to remain at the forefront of the sector, developing new and unique opportunities to serve the mission.

• Strategic Leadership & Coalition-Building Aptitude

Highly strategic and will ensure the organization meets its goal of being a convener, catalyst and leading thought partner. They will be skilled at building effective, trusting relationships and coalitions with stakeholders at multiple levels within diverse environments and with a high level of emotional intelligence. They will be a collaborator skilled at: listening to and learning from our partners, members, funders and allies; building learning communities and networks; and developing a powerful sense of shared purpose in others.

Core Responsibilities

Governance. Work with the Board of Directors to formalize and improve processes for decision-making and operations, and develop a strong and active group of community advisors.

Lead the orientation and training of staff, as needed, building excellent communication mechanisms and positive working relationships with both the staff and Board in order to work together constructively to achieve the organization's goals.

Strategy and Operations. Lead a process to clarify the theory of change, future strategic direction, and a sustainable model for Poder NC Action, as well as lead the implementation of that strategic direction, ensuring adequate systems, staffing, and resources are in place to successfully deliver on the mission and goals. Over time, these positions will grow a tight, yet flexible team to execute on the strategic vision of the organization, including the creation of a fair and supportive employee evaluation system which ensures the professional growth and maturity of the staff team, ensuring the realization of the organization's vision.

External Relations & Fund Development. These positions will lead the organization in conveying its vision, mission, programs and funding priorities to both the stakeholder community and the larger public, working to diversify our income to ensure the long-term sustainability and financial viability of the organization. The Co-Executive Directors will maintain strong working relationships and partnerships with donor colleagues, nonprofits and other potential partners, and actively participate in relevant local, regional and national networks.

Fiscal Management. It is expected that the Co-Executive Directors will oversee and monitor all expenditures, maintaining a full understanding of all the organization's financial operations, and ensuring the organization remains above reproach with respect to honoring the stewardship of donated funds. This includes identifying in a timely manner any overage, short-falls, or required budgetary course-corrections, if and when needed.

Communications. The organization seeks to completely shift the societal narrative around Latinxs in North Carolina, to elevate their voice, position and power while naming the systematic barriers they face. These positions will be responsible for identifying and supervising the necessary experts to do this work, as well as ensuring the building and shaping of a powerful communication strategy for the organization, which builds upon and positively advances the voices and needs of our community.

Programs. In consultation with key stakeholders, the Co-Executive Directors will create and launch the organization's grantmaking ability, standardizing and overseeing the implementation of the organization's protocols, trainings, member on-boarding, etc. They will also work to examine and assess initiatives, priorities, and programs. The Co-Executive Directors and staff are expected to stay fully current on relevant issues, policies, political environments, and resource gaps so we might deploy assets in a way which best supports our members, partners, and allies in their work.

Required Qualifications

- At least 5 years of leadership and/or management experience, with a successful track record in launching major initiatives/campaigns. Some experience developing and managing budgets and internal operations strongly preferred.
- Significant experience in serving the unique needs of marginalized communities across the spectrum of cisgender, transgender or gender nonbinary individuals in the U.S.

- Deep experience in movement building and a strong track record of advancing diversity, equity and inclusion. A demonstrated understanding of how race, ethnicity and gender shape experiences with power and access to opportunity, particularly in the U.S. context
- Proven success in network- or coalition-building and identifying, communicating and acting upon synergies among various stakeholders and investors/donors
- Significant experience working with and building trust-based relationships
- Experience in leading a staff team and/or consultants in the creation of organizational systems and processes as well as in team building and successfully creating positive organizational culture, particularly in the electoral context
- Agility and ability to quickly course correct in changing or complicated political environments and communities, both internally and externally
- Excellent Bilingual (Spanish and English) written and verbal communication skills
- Willingness and ability to travel within the state, work nontraditional hours

ABOUT OUR HIRING PROCESS

We will hire two Co-Executive Directors in 2020--an internally-focused and an externally-focused one. We will need to prioritize the hiring of the internally-focused Director in the first quarter. We are seeking two individuals that when combined will cover all of the responsibilities and duties of the role. We will separate the work by the following areas of focus: Field, Operations, Communications, Development.

This position is open until filled. Applicants should submit a cover letter describing their interest in the position and making the case for the relevance of their experience to the key areas of focus. For more information about our work, please visit www.podernc.org

Interested applicants are encouraged to submit a cover letter and resume by our priority deadline of January 17th to info@podernc.org with the subject line: Co-ED Applicant.LAST NAME

Compensation and Benefits This is a full time, salaried position based in Raleigh, NC. Exact salary is commensurate with experience and qualifications, but will be in the range of \$65,000 - \$70,000 annually. Benefits are competitive, with generous paid time off, and fully paid employee and partially paid dependent coverage for health, vision, and dental.

Poder NC ACtion is an equal opportunity employer with a deep commitment to living the values of our mission in every aspect of our organization. We strongly encourage and seek applications from women; people of color; immigrant, bilingual, and bicultural individuals; and members of the lesbian, gay, bisexual, transgender, and gender non-conforming communities. Poder NC Action complies with all applicable federal, state, and local laws governing nondiscrimination in employment.

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