



Position Description
Executive Director, Massachusetts

TO APPLY: <http://www.latinosforeducation.org/careers>

Founded in Boston in 2016, Latinos for Education is the first Latino-founded and led national organization mobilizing a network of skilled Latino education leaders to ensure the voice of Latino students and families is heard and influences decision-making in schools, communities and education institutions throughout the U.S. Our Aspiring Latino Leaders and Latino Board Fellowships accelerate careers of Latino professionals while providing them the training, connections and support they need to succeed and create change. We're also ensuring Latino education professionals have access to job and professional development opportunities across the country through our members-only Talent Hub. With more Latinos in positions of influence, our children are more likely to achieve their full potential in the classroom and in life.

Our Mission: We develop, place and connect essential Latino leadership in the education sector.

Our Core Values: Lead from our identity; Work con ganas; Bridge across cultures; Agitate when necessary; and Rise as a collective.

Position Overview:

Reporting to the Chief Growth and Impact Officer (CGIO), the **Executive Director, Massachusetts** has a desire to join an entrepreneurial and fast-paced organization. This seasoned leader is tasked with overseeing this important and necessary work in pursuing a better future for Latino children and families. We seek a leader that shares our core values and embodies the belief that a quality education should be accessible to all Latino children. They will lead all Latinos for Education activities in the Boston area to include:

- **Managing Programs:** Latino Board Fellowship, the Aspiring Latino Leaders Fellowship, and other stand-alone workshops and trainings for Latinos for Education members locally.
- **Network Building & Expansion:** work closely with national team to build a talent pipeline of Latinos in education locally and regionally, connecting them to job opportunities, professional development and one another. Provide support to alumni and build mechanisms to engage a growing network of Latinos across the Commonwealth invested in quality educational access for Latino students and families.
- **External Engagement:** responsible for external engagement activities which may include organizing and coordinating with Latino serving organizations, speaking engagements, relationship building and executing on a strategic marketing and communications plan.
- **Resource Development:** responsible for managing existing and cultivating new funder relationships along with a local Strategic Advisors to assist in these efforts.
- **National Strategic Leadership:** as part of the national leadership team, will participate in team meetings, contribute to organizational strategy, build culture and conduct management reporting activities.

Responsibilities:

EXTERNAL COMMUNICATIONS, ENGAGEMENT & RESOURCE DEVELOPMENT: (50%)

- Lead cultivation and solicitation of local funding sources to include grant proposals and fee-for-services
- Collaborate w/ development manager and national team on fundraising strategy
- Manage a personal social media strategy to engage our network
- Serve as a visible leader attending events and activities to build the Latinos for Education brand
- Direct events centered around Latino education/panel discussions/etc.
- Maintain strong relationships with local Latino groups/organizations/charter schools/districts, etc.
- Contributes to the Latinos for Education "Con Ganas We Can" education blog

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- Lead development of local annual report
- Direct design and implementation of annual Latinos for Education celebration

PROGRAM MANAGEMENT: (25%)

Latino Board (8-10 Participants) and Aspiring Latino Leaders Fellowships (20-25 Participants)

- Direct outreach plan to attract Latinos to the programs
- Oversee selection process to include application, interviews, and reference checks
- Direct all logistical aspects of program implementation to include agendas, program packages, venue selection, scheduling program dates, food, speakers and communicating with stakeholders
- Manage local implementation of national strategic partnerships with funders & other organizations
- Participate onsite on all program delivery dates
- Direct support of and cultivation of program partners ensuring alignment, engagement and satisfaction
- Manage implementation of program evaluation and reporting
- Direct project plans and provide updates to national leadership team
- Direct alumni committees and provide ongoing support to members including career coaching, community engagement and access to opportunities for visibility, engagement and leadership

Local Member Programming (150-200 participants annually)

- Collaborate w/ program team on design & implementation of skill-building workshops
- Lead recruitment and execution of workshops and other locally-designed programs

Policy and Advocacy Programming Lead implementation & evaluation of a new statewide policy & advocacy effort:

- Advise on an advocacy agenda aligned with the core competencies and values of the organization
- Meet with key stakeholders and participate in convenings to gain understanding of what others are working toward in the education advocacy space
- Convene 50-100 stakeholders annually to foster a collective voice in Latinos on education issues affecting our community
- Identify and direct ways to amplify the voices of our alumni in support of our advocacy work

GENERAL MANAGEMENT: (25%)

- Supervise and support Massachusetts program team (manager and intern) responsible for program implementation
- Manage cross-functional teammates as assigned (development manager, operations coordinator)
- Set up and organize all files for managing work products on Office 365 cloud
- Using Salesforce, manage contact and donor information for relevant relationships
- Participate in team meetings and collaborate with teammates vertically and horizontally on special projects
- Help build organizational culture and embody Latinos for Education core values

Qualifications:

This is an extraordinary opportunity for a self-motivated individual to build on the momentum of a new social venture and for someone passionate about Latino education and leadership. The successful candidate will be highly organized, have excellent interpersonal skills and local networks, and operate with a sense of urgency. Specific requirements include:

Required:

- Minimum of a BA degree
- Greater Boston based with deep, demonstrable networks



- 12+ years of professional experiences including some combination of:
 - 7+ years primarily in program management
 - 5+ years of experience in the education sector
 - 3+ years of experience in resource development
- Cultural competency: 3+ years working with the Latino community as key stakeholders
- Understanding of local context and Latino education landscape in the Boston area
- Evidence of entrepreneurial approaches within organizations or other start ups
- Proficient in Microsoft office tools
- Ability to manage multiple activities at once in a rapidly changing/growing start up
- A self-starter who can work virtually, in person, and in teams as needed
- Excellent verbal, written, and interpersonal communication skills
- Personal qualities of integrity, reliability, and passion for Latinos for Education’s mission and values

Preferred:

- Master’s degree in related field
- 3+ years of experience in a senior leadership role
- Salesforce (software) experience
- Experience with various forms of social media as a key lever for external engagement
- Bilingual in Spanish

Salary commensurate with experience. This role requires occasional weekend and/or evening work. Benefits package includes generous flex time, health, dental, vision, life, and 401K match.

Equal opportunity statement:

Latinos for Education is committed to providing equal employment opportunities to all qualified individuals and does not discriminate on the basis of race, color, ethnicity, religion, sex, gender, gender identity and expression, sexual orientation, national origin, disability, age, marital status, veteran status, pregnancy, parental status, genetic information or characteristics (or those of a family member) or any other basis prohibited by applicable law.

This job description reflects Latinos for Education’s assignment of essential functions and qualifications of the role. Nothing in this herein restricts management’s right to assign, reassign or eliminate duties and responsibilities to this role at any time.