



## Director of Special Initiatives

**ABOUT THE LATINO COMMUNITY FOUNDATION:** LATINOS ARE A FORCE. The mission of the Latino Community Foundation (LCF) is to unleash the civic and economic power of Latinos in California. We are the only statewide foundation solely focused in investing in Latino leaders.

We fulfill our mission by building a movement of civically engaged philanthropic leaders, investing in Latino-led organizations, and increasing civic and political participation by Latinos in California. Our work is driven by [our core values](#). Among them is trust that community leaders who are closest to the issues are best suited to lead the necessary solutions to drive lasting change. We also committed to leading from a place of strength— highlighting the assets and diverse contributions of Latinos in California.

We are at a pivotal stage of growth. Today, LCF leads the largest network of civically engaged Latino philanthropists in the country and has established the first-ever Latino Nonprofit Accelerator. LCF is leveraging its unique role as a grantmaker, convener, and advocate to activate a network of changemakers committed to increasing civic engagement and economic mobility for Latino youth and families. Please visit the [www.latinocf.org](http://www.latinocf.org) for more information.

**ABOUT THE POSITION:** The Latino Community Foundation (LCF) is seeking a strategic, experienced leader to serve as Director of Special Initiatives. The Director will execute the programmatic goals for LCF's key areas of work. Specifically, the Director will advance and support the Foundation's COVID-19 relief and recovery campaign. This includes executing the three phases of LCF's statewide [Love Not Fear Fund](#), and strategically lead our public health campaign focused on disseminating culturally relevant prevention resources and investing in trusted community messengers to address the concerns and needs of Latino families and communities.

The Director will also support the work of the [Latino Nonprofit Accelerator](#), a 16-month groundbreaking initiative that boosts the fundraising and branding expertise of grassroots Latino-led nonprofits. They will support the Senior Vice President of Programs successfully launch the third cohort of the Accelerator focused on nonprofits that support farmworkers.

The Director will manage other large-scale initiatives for the Foundation. This will entail delivering tangible results for these initiatives, communicating impact to key stakeholders and partners, and ensuring that programs are interconnected to advance LCF's vision for social change. They will report directly to the Senior Vice President of Programs and serve as an integral member of the team.

LCF is a fast-paced work environment with high expectations for excellence and integrity. We encourage individuals who are highly entrepreneurial, driven by a sense of justice, and lead by lifting others to apply.



## Core Responsibilities

Lead and execute LCF's COVID19 Relief and Prevention Efforts

- Execute LCF's strategic plan to increase access to culturally rooted messages to prevent the spread of COVID-19 and increase access to and understanding of the vaccines.
- Support a cohort of grassroots nonprofits that work with community health workers to reach Latino communities with prevention messages and access to vaccinations.
- Share and disseminate resources/collateral to LCF's network of 300+ Latino-led nonprofits via digital platforms. Sharpen and create bi-lingual and multi-cultural content in partnership with trusted grassroots partners.
- Leverage relationships with media outlets to reach underserved populations in rural communities, with a focus on Spanish-speaking and Indigenous-speaking families.
- Inform Executive team on ongoing opportunities and align campaign work with the Love Not Fear and the Wildfire Relief Funds.
- Serve as the campaign lead and manage relationships with key external partners to reach goals.

Support and Advance the Latino Nonprofit Accelerator

- Work with Senior Vice President of Programs to disseminate the latest Accelerator evaluation report to national funders, key stakeholders, and partners. Inform and support strategic communications to increase visibility of the initiative and its impact.
- Support the fundraising and program development of the 2021 NonProfit Accelerator cohort, specifically focused on nonprofits serving farmworker communities in the Central Valley, Central Coast, and the Inland Empire.
- Work with team of consultants and coaches to execute the Accelerator's programmatic goals. Manage the program budget, funder reporting, and evaluation efforts.
- Identify new funding partnerships, cultivate relationships, and build on assets, values, and infrastructure to help raise funding for the NonProfit Accelerator.

## Preferred Skills and Qualifications

LCF is seeking an accomplished and driven leader for this role. The ideal candidate will have eight years of program development, fundraising, and/or campaign communications experience. The successful candidate will have experience executing large-scale campaigns and working with the Latino Community. Experience in community organizing and Spanish speaker is a plus.

## Other qualifications that will be highly valued:

- Strategic thinker with a track record for translating big vision thinking into action.
- Loves people and has a talent for building authentic relationship across sectors and cultures.
- Excellent and persuasive communicator—both oral and written.
- Process and detail oriented—can focus on big picture while creating a process for change.
- Passionate, confident, and able to articulate LCF's mission and impact in an inspiring way.
- Mature leader with the ability to serve as a unifying force, tapping into existing talent and LCF networks to advance change.
- Energetic, fun, flexible, and proactive.
- Determined and loving leader who has the courage and will to get the job done.
- Sense of humor is a must.



**TO APPLY**

Interested applicants should send a resume and cover letter to Katia Ramos at [kramos@latinocf.org](mailto:kramos@latinocf.org) by Monday, February 21<sup>st</sup>.

**Compensation**

LCF is prepared to offer an attractive compensation package, including a competitive base salary as well as health, 401(k), and vacation benefits based on experience. Salary range \$80,000-\$90,000.

*LCF is proud to be an Equal Opportunity Employer. Employment with LCF is based solely on qualifications and competence for a particular position, without regard to race, color, ethnic or national origin, age, religion, creed, gender, sexual orientation, disability, or marital, military. We strongly encourage people of diverse backgrounds to apply.*

