



## Job Description

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<b>Position Title:</b>	Executive Director	<b>Status:</b>	Exempt
<b>Reports To:</b>	Executive Comm., Board of Directors	<b>FTE:</b>	1.00

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### Mission and Vision

Causa works to improve the lives of Latino immigrants and their families in Oregon through advocacy, coalition building, leadership development, and civic engagement. Latino immigrants and their families are the heart of Causa and inspire, implement, and champion our work.

Causa envisions a world where all people have the opportunities and resources needed to thrive. We envision a community that welcomes and values the contributions, strengths, and assets of Latino immigrants and their families.

### Position Summary

The Executive Director (ED) of Causa carries the vision of the organization both internally and externally and is accountable for the success of the organization in fulfilling its mission and programs. The ED reports to the Executive Committee of the board and serves as an ex-officio member of the board.

The ED inspires staff, board members, volunteers, funders, and partners to contribute to the organization's success. Under the supervision of the board of directors, the ED oversees all aspects of agency management and provides direct supervision to seven staff members. The ED serves as a champion and lead advocate for advancing immigrant rights and also focuses on community relations, equity and inclusion, team building, financial management, and strategic planning, and ensures that Causa maintains a positive reputation for its programs, services, and partnerships.

## Essential Duties and Responsibilities

### Staff Leadership / Organizational Culture

- Uses a team model and the concept of distributive leadership in leading staff.
- Provides direct supervision and mentoring to, and timely performance reviews for, staff supervised by the ED.
- Ensures all staff members have timely performance reviews, maximizing staff morale and productivity and creating opportunities for employee development, advancement, and growth.
- Works with staff to create an organizational culture that embodies the organization's values, promotes diversity and equity, is welcoming and inclusive to all, and ensures the organization provides culturally appropriate services.
- Serves as a role model for how to create a positive and engaging work environment.
- Addresses conflict resolution directly, constructively, and in a timely way.
- Plays lead role in on-boarding new staff and conducting exit interviews for outgoing staff.

### Board of Directors

- Provides support to board members to enable them to fulfill their responsibilities and successfully govern the organization. Provides data, information, and expertise to support the board in making strategic, governance, and policy decisions.
- Works with the board to create an organizational culture that embodies the organization's values, promotes diversity and equity, is welcoming and inclusive to all, and ensures all board members can meaningfully participate in all board meetings and activities.
- Participates in board meetings, executive committee meetings, and in board committee meetings as requested.
- Works with the board of directors to recruit and maintain an active and committed group of board members.
- Collaborates with the board of directors to regularly evaluate and revise as necessary the organization's policies.
- Clearly communicates the needs and major accomplishments of the organization to the board both verbally and in written reports and data.

### Equity and Inclusion

- Serves as the lead advocate to advance the organization's learning, practices, policies, and procedures to continually increase diversity, equity, and belonging in all aspects of the organization's work.

### Fundraising

- Works with Causa development staff to raise funds from foundations, organizations, businesses and individuals sufficient to support the programs of Causa.
- Writes proposals for grants \$5,000 and above and delegates proposals under that amount to development staff.
- Creates reports for foundations and other large funding sources.
- Develops relationships with potential funders.

## **Programs**

- Builds and maintains strategic relationships with policy makers, allies, and organizations in Oregon, the Northwest region, and nationally.
- Works with staff and partners to build strategic coalitions to support the mission of Causa.
- Engages in advocacy and lobbying activity within the legal requirements of a 501(c)(3) organization.
- Analyzes the political and policy environment facing Causa and affecting its mission.
- Generally participates in all programs, depending on needs identified by staff.

## **Community Relations / Partnership Development / Advocacy**

- Serves as the lead ambassador for the organization and a champion of Causa's mission, communicating about its programs and advocacy in a way that is compelling and in compliance with Causa's policies, procedures, strategic goals, and current messaging.
- Maintains and develops a broad spectrum of individual, private sector, and government relationships at the local, state, and national levels that lead to increased awareness of Causa and increased partnerships and resources, improving Causa's reach, quality and volume of services, funding, and efficiency.
- Works collaboratively with key partners and coalitions.
- Speaks publicly to large and small audiences in a compelling way.
- Participates in local, regional, and state committees, councils, advisory boards, and community groups, representing Causa programs, positions, and constituents.
- Keeps the board, staff, and key stakeholders apprised of current legislation and sector developments that affect Causa's ability to fulfill its mission and raise and allocate essential resources.
- Reviews and approves all public communications.

## **Strategic Planning and Implementation**

- Collaborates with the board of directors to regularly evaluate and revise as necessary the organization's mission, vision, and values.
- In conjunction with the board of directors and staff, ensures there is a thoughtful process for ongoing strategic planning.
- Leads the implementation, evaluation, and maintenance of a strategic plan.
- In conjunction with staff, ensures that annual work plans are developed and implemented to meet the goals set forth in the strategic plan.

## **Administration**

- Serves as the primary point of contact and signer for organizational business, financial, and tax-related purposes.
- Oversees the generation of accurate and timely financial statements, reviews bank statements, and manages the organizational budget.
- Ensures compliance with Causa staff and board policy handbooks.

## Requirements

### **Education and Experience Required:**

- BA or BS in Public Policy, Social Services, International Studies, Nonprofit Management, Communications, or related field or equivalent experience.
- Minimum of two years of relevant, paid experience in a leadership position at a nonprofit organization.
- Lived experience with inequity.
- Connection to immigrant communities.

### **Core Competencies Required:** The ability to...

- Speak publicly to large and small audiences, including elected officials, in a compelling way.
- Promote an intersectional social justice framework.
- Articulate how systemic inequities impact immigrants.
- Demonstrate authentic humility and deep empathy for others; ask and listen to others; "see" others, especially the ones that are vulnerable and/or different.
- Establish deep trust among staff, board members, and partners.
- Create an equitable and inclusive environment where all people feel welcome.
- Create partnerships and collaborations – internally and externally.
- Play a leadership role in building grassroots coalitions and collaboratively promoting policy changes through coalitions and community building.
- Involve people meaningfully and efficiently in planning and decision making processes.
- Think creatively and serve as a thought leader.
- Identify people's strengths and create new opportunities for them to learn and contribute.
- Serve as an effective supervisor and mentor.
- Lead teams of people through change in a positive, forward-looking way.
- Solve problems in a constructive, opportunistic way.
- Facilitate difficult conversations that result in improved situations.
- Understand the nuances of nonprofit management; lead organizational development.
- Understand nonprofit accounting; analyze financial statements.
- Ask people to donate money, goods, and time.
- Embrace technology.
- Manage crisis with urgency and poise.

**Additional Knowledge and Abilities Required:**

- Exceptional verbal and written communication skills in both English and Spanish.
- Excellent time management and organizational skills.
- Ability to lead strategic planning and implementation.
- Ability to work effectively in a multi-cultural, diverse environment. Ability to communicate effectively with a broad range of individuals and groups.
- Fiscal management, including experience in developing and managing budgets in excess of \$200,000.
- General understanding of employment laws, rules, and regulations.
- Ability to coach, counsel, supervise, and evaluate job performance of assigned staff in a timely manner.
- Ability to maintain professional boundaries and confidentiality.
- Ability to work in both Portland and Salem and to travel throughout the state approximately 4 times per year. During legislative session (January-July on odd years, only February in even years): Salem 2-4 times/week. When not in session: Salem 1-2 days/week.
- Ability to travel out of state approximately 2 times per year.

**Other Requirements**

- Must have access to personal transportation allowing for travel within the Portland and Salem Metropolitan Areas and regular trips between Portland and Salem.
- Must be able to drive a rented vehicle throughout Oregon.
- Must maintain a valid driver's license for the state of residency, personal auto liability insurance coverage, and a driving record permitting coverage under the organization's auto liability policy.

**Work Environment**

- Setting: Office environment and regularly other environments such as for meetings and events in the community.
- Schedule: Regular but flexible hours during business hours and regular early morning, weekend, and evening work.
- Heavy travel within the Portland and Salem Metropolitan Areas and between Portland and Salem (meetings in both locations each week). Occasional travel outside the state (approximately once per year).