



Economic Justice Program Manager

Are you ready to be challenged and inspired to make a big difference in California, especially in the Central Valley and Central Coast?

Do you want to be part of an organization that puts love, culture and people at the center of its work? Are you interested in helping Latino families recover, and rise stronger from this pandemic?

If the answers are yes—apply to be our next Economic Justice Program Manager! Be the change you wish to see in the world.

ABOUT THE LATINO COMMUNITY FOUNDATION:

LATINOS ARE A FORCE. The mission of the Latino Community Foundation (LCF) is to unleash the 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. LCF is currently 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. Visit the www.latinocf.org for more information.

POSITION SUMMARY

The Latino Community Foundation is seeking a strategic, organized, and driven leader to advance our economic justice goals. The Program Manager will work closely with our Programs Team to engage Latino community leaders in Fresno and Salinas to shape an inclusive economy, advocate for the creation of high-quality jobs, and increase the number of healthy Latino-owned businesses through our Latino Entrepreneurship Fund. This position is timely and critical to increase economic mobility of Latino families affected by the pandemic and to ensure an equitable economic recovery.

The successful candidate will be highly motivated and entrepreneurial. The individual will have a solid history of building authentic relationships with people of diverse backgrounds, strong communication skills, and highly capable of executing multiple projects. They will work closely with the Vice President of Programs and report directly to Central Valley Program Manager.

LCF has cultivated a workplace culture that is dynamic, fun, and collaborative. This position will give you the

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opportunity to grow as a leader on the frontlines of social change philanthropy and to influence local policies that impact Latinos across the state. If you are a connector of people and ideas, goal-oriented, solution-driven, creative-thinker, and strategic-visionary who is highly capable of executing a game plan, this will be your dream job!

KEY RESPONSIBILITIES

Program Management

- Manage various projects that advance LCF's mission and economic justice goals. When needed, liaise with team members to support with implementation of projects.
- Monitor and engage in policy and economic development efforts in Fresno and Salinas. Collaborate with the LCF policy team to develop strategies and opportunities to advocate at a regional and state level.
- Research key data, policy, models, and best practices that can inform LCF initiatives and programs.
- Lead program learning and evaluation. Compile and analyze annual data from LCF grantee reports and program events.
- Write blogs and produce written content to elevate a Latino-driven narrative of California's economy, local-based work, and Latino entrepreneurship.

Funding and Grants

- Support team in identifying, vetting, and tracking Latino nonprofit organizations eligible for LCF funding. Review grant proposals and provide verbal and written recommendations of organizations to fund.
- Work closely with grantmaking team to support with due diligence, grant processing, and execution of grant agreements. Support with data input and upkeep of Salesforce records.
- Support development team with fundraising efforts, including writing grant proposals and reports.

External Engagement

- Develop authentic relationships with key community partners to facilitate cross-sector collaboration.
- Communicate effectively with key partners and stakeholders by email, phone, and in person. Provide timely follow ups to conversations or meetings with partners.
- Facilitate internal and external meetings. Be comfortable with public speaking and open to participating in interviews with media.
- Co-lead event planning related to virtual and in-person convenings, trainings, and community engagement opportunities.
- Plan and participate in site visits with partners. Be willing to travel across the Central Valley, Central Coast, and Bay Area to meet with partners, LCF staff, and funders.

SKILLS AND QUALIFICATIONS

- Bachelor's degree and at least 5 years of professional experience
- Excellent research, analytical, and project management skills
- Interest in advancing long-term, data-driven, systemic change through policy and advocacy
- Strong verbal, written, and interpersonal communication
- Highly organized and attentive to detail
- Experience planning events, leading community outreach, and/or organizing.



- Community engagement and nonprofit experience a plus.
- Personal commitment and experience working on civic engagement, economic justice, racial justice, and/or entrepreneurship a plus.

TO APPLY

Interested candidates should submit their resume and a cover letter by Sunday, September 27, 2020 to Adriana Saldivar at asaldivar@latinocf.org. In the subject of your email, please write “EJ Program Manager – Your Name”.

The Latino Community Foundation (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, marital status, or military. We strongly encourage people of diverse backgrounds to apply.

