



Latino Giving Circle Network (LGCN)
Program Director

ABOUT THE LATINO COMMUNITY FOUNDATION

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 on 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 are 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 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 families. Please visit the www.latinocf.org for more information.

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.

ABOUT THE POSITION: The Latino Community Foundation (LCF) is seeking a dynamic, visionary, and experienced leader to serve as Director of our signature initiative, the Latino Giving Circle Network™ (LGCN). The LGCN inspires Latino philanthropy by building a community of leaders who are driven by a deep sense of justice and generosity.

The Director will lead the programmatic vision and growth of this initiative. Comprised of 500 members in 20 Latino Giving Circles across the State, the Director will manage the day-to-day operations of the initiative and help amplify the impact and lessons learned on a national scale. LCF has built-in the sustainability of this initiative by creating a powerful Leadership Council made up of 50 leaders from the network. To ensure efficiency, smart growth, and robust data analysis, donor management is embedded into LCF's Salesforce platform. LCF is leading an evaluation of Latino philanthropy in partnership with Robert Wood Johnson Foundation to assess the impact of the model on civic leadership and community wellbeing.

The LGCN is an integral pillar of LCF's vision for change, not charity. Giving Circle members serve as influential ambassadors and advocates for grassroots Latino-led nonprofits. LGCN members have served as board members for Latino-led organizations lending their time, talents, and treasures to increase the reach and deepen the impact of these organizations. They have also written op-eds, led voter engagement efforts, and have run for office to build civic power and shape the narrative of Latinos as leaders and philanthropists.

The Latino Giving Circle Network is successful because it is rooted in LCF's values of love, trust-based philanthropy, and family. Our grantmaking is focused on people, not process. Our gatherings are rooted in joy, generosity, and the celebration of Latino culture.

Program Management: Donor engagement, grantmaking, and evaluation. (45%)

- Execute the vision and objectives for the Latino Giving Circle Network.
- Collaborate with Senior Program Manager to coordinate and communicate annual meetings for all 20 Giving Circles and creatively engage members throughout the year.
- Lead facilitation, communication, and meeting follow-ups.
- Plan and execute the Annual LGCN Retreat and Leadership Council Retreat, including but not limited to identifying themes, outlining objectives, securing speakers, organizing workshops and learning opportunities.
- Develop and manage four in-person or virtual "Speaker Series" events in collaboration with the LGCN Leadership Council.
- Build real, authentic, and trust-based relationships with members and Latino nonprofit leaders of funded LGCN organizations.
- Collaborate with the Grantmaking team to build grantee dockets and identify new grassroots organizations in each Giving Circle's respective region.
- Work with LCF Policy and Programs teams to facilitate opportunities for civic engagement and beyond-the-dollar support for funded nonprofits.
- Support a data-driven culture by utilizing Salesforce database to facilitate donor management and reporting.
- Work with finance and operations team to develop and track payments, program budgets, and to ensure timely grantmaking.

Sustainability, Growth, and Leadership Development of LGCN (25%)

- Develop and execute strategy to maximize impact of LGCN.
- Implement a strategy for year-round member recruitment, retention, and beyond the dollar engagement of the Latino Giving Circle Network.
- Support the Leadership Council to ensure greater member ownership of the movement, including meeting with leaders of the movement to deepen relationships.
- Execute dynamic Leadership Council sessions monthly to strengthen relationships and seize opportunities for civic action.

Communications, Storytelling, and Narrative Change (15%)

- Work with Senior Communications Director to identify and feature stories to shape narrative about the power of Latino philanthropy.
- Collaborate with Senior Program Manager and Senior Communications Director to prepare and disseminate LGCN newsletters, blogs, and videos that feature members, funded nonprofits, and LGCN impact.
- Represent the LGCN on panels, conferences, media interviews and other external opportunities to highlight the power of the network.



Program Evaluation (15%)

- Work with LCF leadership team, evaluation consultants, and the Center for Effective Philanthropy to complete the evaluation of Latino philanthropy. Ensure robust LGCN participation in all surveys and evaluation reports for the evaluation.
- Support SVP of Programs and Senior Communications Director to disseminate key data, impact and evaluation reports to LCF stakeholders.

KEY ATTRIBUTES

- You are energetic, dynamic, and authentic. People trust you!
- You are a natural organizer of people and ideas. You love social change and know that movement building is essential to transformation.
- You are a visionary. Despite all the details that you manage, you constantly “helicopter up” to see the big picture to help inform your thinking and prioritization.
- You are known for your flexibility, resourcefulness, and integrity. You know what information is sensitive, and you will protect it.
- You are an astute listener, and you pick up subtle cues that others may miss.
- You are effective in your spoken and written communication. You can be diplomatic, firm, gentle, and assertive when you need to be to accomplish the goal.
- You are able to handle stressful situations with patience and grace.

PREFERRED SKILLS AND QUALIFICATIONS

- At least seven years of experience developing, running large scale campaigns and/or managing large scale networks, and evaluating programs.
- Demonstrated ability to turn big ideas into reality by organizing, influencing, and inspiring people to take action.
- Skilled facilitator who can moderate and direct decision making for very diverse groups.
- Must be available for evening meetings and some weekends.
- Excellent written and verbal communicator.
- Loves learning about people’s personal stories and creates space for genuine connection.
- Highly organized with very strong time management skills and attention to details.
- Enjoys learning, working collaboratively, and having fun!
- Bilingual (English and Spanish) a plus.
- Sense of humor is a must.

Compensation

This position has a salary range of **\$85,000-95,000**, as well as health, 401(k), and vacation benefits. **TO APPLY:** Interested applicants should send a resume and cover letter to Katia Ramos at kramos@latinocf.org

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 or military status. We strongly encourage people of diverse backgrounds to apply. Trans-identified, gender non-conforming, and non-binary candidates are encouraged to apply.

