



## ENTREPRENEURSHIP DIRECTOR

**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 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 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) seeks a strategic, experienced leader to serve as the Entrepreneurship Director as we grow our programmatic and policy work across California. The current public health crisis and the resulting economic fallout have made Latino workers, small businesses, and entrepreneurs especially vulnerable. The Director will play a vital role in supporting California’s Latino community come out economically stronger from this pandemic by leading LCF’s initiatives to support their growth throughout the state. **If you want to be on the frontlines of a Just Economic Recovery that centers the power and brilliance of Latino communities, then this is the job for you!**

Specifically, the Director will help shape LCF’s program and policy work in crafting and coordinating statewide and regional economic recovery planning efforts for Latino communities. In addition to working with and investing in Latino-led organizations to advocate for just economic policies and high-wage job creation and placement, the Director will also work to invest in community partners that work directly with Latino entrepreneurs, and ensure that these entrepreneurs access the public, private, and philanthropic resources available to them. They will build and maintain strong ties in the public policy arena to support and stay informed of local, state, and federal funding opportunities and policies impacting Latino workers, small businesses, and entrepreneurs. The Director will also communicate regularly with multiple stakeholders – including funders, corporate and community partners, policy makers and their staff, and small business entrepreneurs – providing timely and accurate information about our work, impact, and available resources. This role reports directly to the Vice President of Policy and will work in close collaboration with our Senior Leadership Team, Programs Teams, and Communications Team to deepen and scale our impact. They will be a trusted member of a dedicated and passionate Economic Justice Team, leveraging experience in policy and small business

entrepreneurship ecosystems, as well as experience navigating both the public and private sectors to access and draw down available funding.

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

### **Key Responsibilities:**

#### **I. Lead LCF's Latino Entrepreneurship Initiative**

- Support a cohort of grassroots nonprofits that work directly with Latino and immigrant workers, small businesses, and entrepreneurs to effectively deploy funding and technical support.
- Shape LCF's strategic plan to increase economic mobility for Latino families at the statewide and regional levels and to increase and leverage funding and resources to Latino-led nonprofits serving Latino workers, small businesses, and entrepreneurs throughout California.
- Organize and lead convenings among an ecosystem of Latino-led nonprofits, advocates, and other external partners to identify, coordinate, and execute shared economic goals.
- Identify and pursue public, private, and philanthropic sector funding opportunities to support Latino small businesses and entrepreneurs, including the writing of grant proposals.
- Liaise with the [Latino Giving Circle Network](#) to identify points of collaboration for additional funding and resources.
- Identify, vet, and track Latino nonprofit organizations eligible for funding to support small business entrepreneurs.
- Manage program budget, consultants, funder reporting, and evaluation efforts.

#### **II. Support Policy Advocacy for Latino Workers, Small Businesses, and Entrepreneurs**

- Develop scorecards on policies affecting Latino workers, small businesses, and entrepreneurs.
- Support LCF's Policy Team to advocate for fair and equitable budgetary investments at the local, state, and federal level.
- Work closely with community partners to ensure Latino-owned small businesses and entrepreneurs access the public resources made available by local, state, and federal government.
- Track data and research on Latino workers, as well as small businesses and entrepreneurs (i.e., growth, success in accessing relief grants/loans, etc.), and proactively identify opportunities for advocacy/partnerships.

#### **III. Communicate Impact of Entrepreneurship Work**

- Plan virtual and in-person events to communicate impact, raise visibility, and engage the greater community on Latino workers, small businesses, and entrepreneurs and opportunities to support and partner with this community.
- Share and disseminate resources/collateral targeting Latino small business entrepreneurs to LCF's network of Latino-led nonprofits.
- Track progress of grantee outcomes and prepare reports to communicate impact of grantees and programs to key stakeholders, including funders, donors, LCF board members, and strategic partners.
- Serve as a spokesperson for the foundation related to this work for media interviews, panels, etc.

#### **IV. Leadership and Management**

- Collaborate across the organization to advance LCF's agenda and achieve goals.
- Manage direct reports to individual outcomes and growth.
- Lead team through coaching, recruitment, and hiring.

#### **Preferred Qualifications, Skills, and Attributes**

LCF seeks an accomplished and motivated leader for this role. The ideal candidate will have at least eight years of experience and a proven track record in program development working with small businesses and entrepreneurs, coupled with experience navigating the public and private sectors to draw down funding. Experience with Latino entrepreneurs or entrepreneurs who are women, BIPOC, or immigrants is a plus. Spanish speaker is also a plus. Below are details for the preferred qualifications, skills, and attributes:

#### **Qualifications:**

- At least eight years of experience working in the policy and/or program development space for Latino workers and/or small businesses and entrepreneurs.
- Experience navigating both public and philanthropic sectors to leverage funding in support of small business entrepreneurs.
- Strategic thinker with a track record for translating big vision thinking into action.
- Mature leader with the ability to serve as a unifying force, tapping into existing talent and LCF networks to advance change.
- Successful track record in setting priorities, and keen analytic, organization and problem-solving skills which support and enable sound decision making.
- Process and detail oriented—can focus on big picture while creating a process for change.
- Effective, persuasive, and clear verbal and written communication skills.
- Loves people and has a talent for building authentic relationship across sectors and cultures.
- Passionate, confident, and able to articulate LCF's mission and impact in an inspiring way.

#### **Other attributes that are highly valued:**

- You are known for your integrity. You always choose to make the right decision versus the easy decision. You know what information is sensitive, and you will protect it accordingly. You take your reputation very seriously.
- You have a positive, rolls-up-your-sleeves mindset and are willing to take on work based on what needs to be done.
- You are energetic, fun, flexible, collaborative, and proactive.
- You are detail oriented and contentious. You cringe at typos, and you are the first to identify a formatting error. You obsess about the details (in a healthy way).

#### **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 \$90,000-\$95,000.

Preferred job location is Bay Area, Los Angeles, or Sacramento.

*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-confirming, and non-binary candidates are encouraged to apply.*

**TO APPLY**

Interested applicants should send a resume and cover letter to Katia Ramos at [kramos@latinocf.org](mailto:kramos@latinocf.org) by [Friday August 27, 2021](#).