



JOB POSTING

POSITION: Associate Director for Programs

SALARY: CHIRLA offers a competitive salary based on qualifications and an excellent benefit package, which includes generous time off benefits, 401K Plan, health, dental and vision plans.

REPORTS TO: Executive Director

CLOSING DATE OF THIS POSITION: Open Until Filled

The Coalition for Humane Immigrant Rights (CHIRLA) is a non-profit organization founded in 1986 to advance the human and civil rights of immigrants and refugees in Los Angeles. As a multi-ethnic coalition of community organizations and individuals, CHIRLA aims to foster greater understanding of issues that affect immigrant communities, provide a neutral forum for discussion, and unite immigrant groups to more effectively advocate for positive change. CHIRLA's programs include coalition-building, advocacy around issues affecting immigrants and refugees, community education, service provision, and organizing and leadership development.

POSTION DESCRIPTION:

The Associate Director for Programs must be an articulate, critical thinker and problem solver capable of strengthening the long-term vision for the work of the organization, creating innovative strategies, facilitating a spirit of teamwork, and uniting diverse constituencies around common solutions. This position requires someone who is self-motivated, passionate, energetic, and enthusiastic; has the ability to motivate and listen to others with a commitment to building power and capacity of low-income people and people of color. The Associate Director for Programs will be involved in strategic planning, evaluation and professional development initiatives as well as planning for CHIRLA's expansion. The Associate Director for Programs will oversee/interact with all Directors and the coordination and administration of all aspects of an ongoing program including planning, organizing, leading and controlling program activities.

DUTIES AND RESPONSIBILITIES:

Under the direction of the Executive Director, the Associate Director for Program and Services duties include but not limited, to the following:

- Confirms the maximally effective integration/synergy of all CHIRLA programs and services – including in strategic direction, use of staff and other resources, messaging to the outside world, overcoming potential silos. Works with other staff leaders to address the natural conflict that emerges in a complex and ambitious organization like CHIRLA;
- Lead and manage day-to-day functioning of the programs of CHIRLA; ensures policies and programs are implemented effectively, work is getting out and deadlines are being met. This should include all aspects of holding those positions supervise accountable;
- Integrate and coordinate work of the various program and service departments and makes sure they are supporting one another; manage cross-program activities;
- Ensures consistency between fund-raising goals, institutional plans, and priorities;

- Manage the organization's program and services workload; ensures that priorities are being set and followed and that adequate resources are available; in consultation with Executive Director, approve significant shifting of program priorities, reallocation of staff resources, addition of new goals, projects and dropping of old ones; resolves issues created by competing demands on departments or staff;
- Meet regularly with Executive Director to make sure that matters requiring review, approval and input from Executive Director are flagged for attention and are presented with the information, analysis and options necessary for good decision-making;
- Meet regularly with the Associate Director to coordinate finance and admin needs and ensure effective budget management in these areas;
- Plan and lead regularly scheduled management team meetings in order to make decisions, plan, deal with inter-departmental matters, discuss important issues and coordinate work, etc.;
- Plan regular full staff meetings in consultation with the Executive and Management Teams;
- Make sure work of development staff is receiving necessary support from rest of organization and that development activities support organizational plans and priorities;
- Collaborate between Executive Director and Associate Director for Programs on areas of evaluation. The Associate Director for Programs recommends hiring/firing;
- Coordinate organization-wide messaging and branding;
- Allow Executive Director to focus on high-level thinking with Program Directors (e.g. work plan, etc.)
- Assess campaign impact for every department;

SKILLS AND QUALIFICATIONS:

The Associate Director for Programs is a creative leader who is deeply committed to the organization's mission and values. Individual has knowledge and on-the-ground experience in community organizing and demonstrates overall leadership, management skills and proven dedication to build the power and capacity of low-income people to change those institutions and policies that affect their lives.

- Passion for CHIRLA's mission and legacy;
- Master's degree preferred, Bachelor's degree required
- A record of accomplishment of at least five years providing strategic leadership and effective management of a sizable, complex public purpose organization or program;
- Experience directing and managing organizational change. The more varied and broad the leadership experience, the better;
- 5+ years of organizing and fundraising experience;
- Experience building and managing alliances across coalitions that deliver results;
- Very strong understanding of public policy and political processes. Proven strong negotiation skills;
- Demonstrated commitment to the values of diversity and inclusiveness;
- Outstanding interpersonal skills;
- Tenacity, flexibility, resilience, and high energy.

To apply, send resume and cover letter to; jobs@chirla.org

Subject Line should read; **Associate Director for Programs**