**Latino Community Fund of Washington State (LCF), Progreso: Latino Progress**

**Title:** Policy Director

**Salary:** $95,000 - $105,000 Depending on Experience

**Benefits:** Salaried, Medical, Dental, Vision, Flexible Spending Account (FSA), 12 days annual paid vacation, sick leave, 401K retirement plan, professional development stipend

**Earliest Starting Date:** November 1, 2023

**Reports To:** Executive Director

**Work Schedule:** Normally works 9:00am to 6:00pm Monday through Friday

**Job Summary:**

Be part of a statewide movement to build the political power of our Latino communities in WA State. This position will lead a statewide team and work with partner organizations across WA State to grow and support the organization and advance our collective political and civic engagement strategy. This position will work under the 501(c)3 and 501(c)4 organizations, Latino Community Fund and Progreso: Latino Progress.

We are seeking a mission-oriented leader who will join the Senior Management Team and build out our civic engagement and policy work across WA State. Our teams are currently centered in King and Yakima counties, and we work with partner c3s and c4s across WA, including in Spokane, Tri-Cities, and Pierce Counties.

**About Latino Community Fund of Washington State (LCF) - 501(c)3**

The Latino Community Fund of Washington State (LCF) cultivates new leaders, supports cultural and community based non-profit organizations, and improves the quality of life for all Washingtonians. LCF is a creative, vibrant, and flexible place to work. Our work is rooted in community, centered on community leadership, and expanding to include a larger Latino community across Washington State.

**About Progreso: Latino Progreso - 501(c)4**

Progreso's mission is to ensure that Latino communities are fairly represented in Washington State’s social, economic and political systems to improve the quality of life for all Washingtonians. We believe that community-based support, civic engagement, and advocacy are needed to ensure that the needs of the Latino community are represented in decision making at the state level.
Primary Responsibilities and Essential Job Functions

As the Policy Director, you will be a key leader of the executive team, leading the strategy development and implementation of our 501(c)3 and 501(c)4 goals.

The position will be responsible for leading the Civic Engagement team and working closely with the Progreso Executive Director and Board of Directors to implement our c4 strategy. This role is based on WA State, with the need for travel - including travel to both Seattle and Yakima offices, Olympia during the Legislative Session and travel to other areas in Central/Eastern Washington at least 4-6 times a year. The position is hybrid with work in the office, in the field, and online. The Policy Director will report directly to the Executive Director (ED) and manage the Civic Engagement team.

Responsibilities

Policy Development and Advocacy

- Facilitates the development of policy priorities for the organization and implements advocacy strategies to pass these policies through direct and grassroots lobbying.
- Develops and nurtures relationships with ally organizations and represents the organization at coalition tables or trains and coaches junior staff on how to do so.
- Collaborates with our sister 501c3 organization, Latino Community Fund, for program and leadership development opportunities.

Electoral Campaign Organizing

- In collaboration with the board of directors, facilitate the development of a yearly candidate endorsement process.
- Lead and drive our electoral campaigning work, including putting together electoral campaign plans, recruiting volunteers, facilitating direct financial support, creating and directing any independent expenditure campaigns, and more, to help Progreso-endorsed candidates win.

Staff and Program Management

- Lead policy planning and program development to anticipate and respond to challenges and opportunities, and propose program and resource shifts to meet those challenges/opportunities;
- Direct supervision of Progreso staff, offering coaching, training, and leadership for junior staff.
● Develop, manage, and supervise organizational budget in collaboration with Progreso Executive Director, including grantwriting and fundraising efforts to support organizational priorities in policy development and implementation.
● Draft, manage, and review budgets for program events, activities, and staff.

Qualifications

● At least 3-5 years of experience leading political and policy teams and campaigns
● A solid understanding of the issues involved in organizing for justice, and a strong commitment to meeting the particular challenges facing communities experiencing oppression.
● Strong understanding of state and local electoral landscapes and how best to make strategic impact.
● Multi-year experience with electoral campaigns, direct and grassroots lobbying, and strategies and tactics - both digital and on-the-ground - necessary to advance progressive causes.
● Research and develop public policy that centers racial equity and community experience.
● Experience with, and proven ability in managing teams and developing staff.
● Basic understanding of political data, polling, latest technologies, and best practices in the field.
● Ability to learn various digital tools for data tracking, email, mobile, volunteer recruitment, and fundraising
● Ability to explain technical terms and ideas in a clear and concise manner.
● Ability to adjust quickly, to learn on the fly, and to write in a variety of formats.
● Project and team management experience.
● Ability to identify, set priorities, work plan and move teams of staff and volunteers in line with established goals and strategic direction
● Commitment to racial justice, advocacy, and environmental justice work.
● Collaborative approach to work, with a commitment to developing and educating staff.
● Excellent interpersonal, communication, and written skills.
● Proficiency with VAN (Voter Activation Network) or other political organizing platforms.
● Experience working in a collaborative environment with diverse groups.
Preferred, but not required:

- A strong political network and relationships with leaders within the progressive landscape at the state and local levels
- Extensive knowledge of Latino communities and issues
- Fluency in Spanish
- Community organizing experience
- Highly organized, serious attention to detail and adherence to deadlines
- Excellent team player who is also capable of self-direction

Nondiscrimination Policy

The Latino Community Fund of Washington is committed to providing equal employment opportunity for all persons regardless of race, color, religion, sex, age, national origin, citizenship status, disability, marital status, sexual orientation, or veteran status. LCF is an At-Will Employer under Washington State law.

How to Apply

Latino Community Fund will accept applications on a rolling basis until the position is filled with a priority deadline of September 30. We will begin interviews on a rolling basis. Please email 3 items: 1) Resume; 2) 3 References (including a supervisor, someone you supervised or collaborated with, and someone you collaborated/worked with); 3) Cover Letter answering why you are applying to this position, why you are passionate about this work, describe what unique challenges and opportunities you see in advancing the political representation of Latino communities, and any experience leading lobbying or advocacy campaigns. Email all materials to: Jobs@latinocommunityfund.org with subject: Policy Director