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CASA LATINA JOB ANNOUNCEMENT

Position: Executive Director

Location: Seattle, WA

Reports to: Casa Latina Board of Directors

Organizational overview:

Founded in 1994, Casa Latina is a vibrant immigrant worker rights organization that empowers low-wage Latino immigrant workers to move from economic insecurity to economic prosperity and to participate fully in our democracy. A nonprofit, social justice organization, Casa Latina provides educational and economic opportunities to men and women working to better their lives and provide for their families. These opportunities include day labor employment through Casa Latina's worker center, English language classes, workplace safety and job skills trainings, leadership development, and organizing around issues of public policy that affect immigrant workers. In addition to directly serving the Latino community in King County, Casa Latina has national impact as a model day worker center whose programs, curricula, and operations have been emulated by worker centers throughout the country. Casa Latina is a founding member and sits on the boards of both the National Day Laborer Organizing Network (NDLON) and the National Domestic Worker Alliance (NDWA).

Casa Latina is an exempt organization as described in Section 501(c)(3) of the Internal Revenue Code. The organization's 18 staff members, 12 members of the board of directors, and over 750 worker members collaborate in fulfilling Casa Latina's mission of empowering Latino immigrants through educational and economic opportunities. Casa Latina's 2015 operating budget is \$1.3 million.

The Opportunity:

Twenty one years ago, Hilary Stern founded Casa Latina in response to a growing wave of Latino immigrant workers on the streets of Seattle. Initially providing services on the sidewalks and in borrowed space—including English classes and educational street theater—the organization grew under Hilary's leadership to run a successful day worker dispatch program from a trailer in a parking lot for several years to now occupying a beautiful three-building campus in Seattle's Central District where multiple programs are having tremendous impact. Today hundreds of Latino immigrants comprise Casa Latina's membership, and they collaborate with staff, board, and volunteers to run and benefit from programs that provide transformative employment and training opportunities. Together they organize and take action for justice, dignity, and living wages for all workers.

A solid foundation is now in place for passing the torch of leadership to a new Executive Director who will guide Casa Latina into the next chapter of the organization's growth and impact. The new ED will work closely with members, staff, board of directors, donors, and volunteers who are passionate about Casa Latina's mission. Working together, the new ED will lead the development of Casa Latina's programs into the future and will strengthen Casa Latina's role as a leader in the fight for justice for Latino immigrant day laborers and domestic workers.

Key Roles and Responsibilities:

1. Visionary, strategic leadership and oversight

- Frame immigrant domestic and day worker issues with a leading analysis and a conscience that compels public attention and engagement.
- Lead strategic plan development, execution, evaluation and adjustment in close collaboration with board of directors, staff, and member leaders
- Grow the Day Workers' Center.

2. Relationship and partnership building

- Together with Casa Latina's board of directors, represent and advocate for Casa Latina and the rights, dignity, safety, and wages of day laborers and domestic workers in solidarity with and as an important component of the broader labor movement.
- Maintain and develop positive relationships with Casa Latina worker membership. Embrace, value, and foster the participative and democratic inclusion and input of worker members in shaping Casa Latina's programs and strategy.
- Cultivate external relationships and support with employers, local and national elected officials, labor unions, community leaders, media, and allied organizations and advocacy groups.

3. Fundraising and financial leadership

- With the support and participation of board of directors and Casa Latina staff, grow resources to achieve the organization's mission and strengthen financial sustainability.
- Develop funder and political relationships to raise funds through individual and corporate donors, foundations, and government grants in collaboration with Casa Latina's Development Director and the board of directors.
- Ensure strong financial health and management in collaboration with the Finance & Administration Manager and the board of directors.

4. Staff leadership and overall organizational management and development

- Inspire the staff with visionary leadership, communication, and strategic thinking.
- Foster and prioritize a healthy internal culture, strong sense of team, and positive staff morale.
- Serve as direct supervisor of leadership team consisting of Programs Director; Development Director; Finance & Administration Manager. Also serve as direct supervisor of Executive Assistant.
- Guide and collaborate with leadership team to insure thoughtful and coordinated execution of program and fundraising strategies, effective internal communication across the organization, and fiscally sound operations.
- Oversee management of the organization's human resources in collaboration with the Finance & Administration Manager.

5. Partnership with the board of directors

- Foster strong relationships and mission alignment among board, staff, and members. Support on-going learning regarding Casa Latina's programs, strategy, and impact.
- Maintain clear ED and board roles and collaboration to help the board be successful in their governance roles.
- Guide and support thoughtful and strategic board recruitment and development.

Qualifications:

The following are the ideal qualifications of the ED. The dream candidate will bring:

- Passion, vision, and deep understanding of immigrant and worker rights, domestic and day worker issues and organizing, and working-class struggle. Ability to articulate a vision for Casa Latina's future, informed by an understanding of the perspective of worker members.
- Experience in labor and immigration movements as a leader and advocate moving people forward towards shared goals. Worker center experience and demonstrated ability to grow the Day Workers' Center. Experience with national social justice collaborations and organizations. Specific experience with NDLO and/or NDWA is a plus.
- Proven ability to credibly relate with and represent Latino domestic workers and day laborers and their issues. Deep understanding of and adherence to a popular education approach. Humble, empowering leadership style.
- Excellent public relations, relationship-building, and networking skills. Diplomatic and a strong, forceful advocate when needed. A stellar reputation and existing network of relationships relevant to Casa Latina. Knowledge of Washington state context and/or a proven ability to quickly learn the local/regional context, politics, and players.
- Senior management experience of at least 3 years (HR, finances, organizational effectiveness, planning and evaluation). Dependable and organized. A strategic thinker. Can lead effective decision-making in complex situations.
- Successful experience fundraising. Committed to ensuring Casa Latina's financial health and sustainability. Will seek new opportunities with an entrepreneurial mindset.
- Proven ability to manage, lead, and develop high-performing teams, and foster a positive work culture.
- Great interpersonal communicator with skills in speaking, listening, and conflict resolution in both English and Spanish.
- Strong public speaking, writing, and media skills. Able to communicate well with different kinds of people across diverse demographics including workers, politicians, neighbors, and donors.
- Experience working with nonprofit boards of directors and with grassroots membership/leadership committees.
- Open and flexible. A quick learner. Bold, confident, and action oriented.
- Bilingual English & Spanish is required.

Compensation:

This is a full-time, exempt position. Salary dependent on experience. Generous benefits, including medical and dental, retirement, and paid leave.

Application process:

Applicants should send 1) a resume, 2) a cover letter (maximum of 2 pages) describing their qualifications and interest in this specific position along with compensation requirements, and 3) three professional references relevant to this position. Applications without a cover letter will not be considered. Email applications by Monday, October 26, 2015 to careers@casa-latina.org and put "Executive Director" in the subject line. Applications may be accepted after this date if the search is extended. No phone calls please. After an initial phone screening, the applicant and Casa Latina may mutually agree to proceed to first round and possibly finalist interviews.

Casa Latina is an affirmative action employer. People of color, women, immigrants, people with disabilities, people of any sexual orientation or gender identity, and people with low-income backgrounds are encouraged to apply.