POSITION ANNOUNCEMENT

POSITION: Advance & External Affairs Manager

OPEN: Immediately

LOCATION: Washington, D.C.

CLOSE: Until filled

CONTACT: Octavio Espinal, Director, Office of the President

SALARY: Commensurate with experience

BACKGROUND

UnidosUS, previously known as NCLR (National Council of La Raza), is the nation’s largest Hispanic civil rights and advocacy organization. Through its unique combination of expert research, advocacy, programs, and an Affiliate Network of nearly 300 community-based organizations across the United States and Puerto Rico, UnidosUS simultaneously challenges the social, economic, and political barriers that affect Latinos at the national and local levels. For more than 50 years, UnidosUS has united communities and different groups seeking common ground through collaboration, and that share a desire to make our country stronger. For more information on UnidosUS, visit www.unidosus.org or follow us on Facebook, Instagram, and Twitter.

SUMMARY

The Advance & External Affairs Manager is responsible for providing support to the President and CEO of UnidosUS on the events and activities related to the execution of UnidosUS’s 2020 Empowerment Priorities. It requires building a strong external profile and being the on-the-ground public image of the organization ahead of special events you will organize.

The Advance & External Affairs Manager will have a national presence on behalf of the organization, requiring a thorough understanding of outreach strategies to partners and stakeholders, innovative approaches to reach key audiences, event planning and execution, and a strong commitment to the organization’s mission. As a key representative of the organization, you lead the strength of our message, the ability to convey that message through various channels, the ability to function efficiently while on the road, and the public’s perception of the effectiveness and professionalism of UnidosUS.

The successful candidate will report to the Director of the Office of the President and work in close collaboration with the members of the Leadership Team on all aspects of the work. This is a full-time, temporary position through December 31, 2020, based in UnidosUS headquarters in Washington, DC.
RESPONSIBILITIES

• Support the CEO in building a strong external profile and strategic relationships with partners, Affiliates, stakeholders, local leaders, and communities.
• Build strategies for special events and execute on them in alignment with priorities.
• Oversee all logistics and coordination surrounding events like town hall meetings, roundtables, and convenings, to include travel arrangements, branding, outlining the game day schedule, working with Communications and Marketing to connect the CEO with the media, and, as needed, ensuring an appropriate level of security.
• Work quickly and efficiently to check out locations, conduct outreach to field staff, Affiliates, and local leaders to gather essential intelligence to inform and plan successful events.
• Maintain frequent and clear communication internally and externally with colleagues and partners to ensure smooth preparation and execution of events.
• Follow-up on action items and close all loops after each event.
• Analyze event performance and identify opportunities to optimize events to exceed goals.
• Develop contact database and ensure stakeholders are included in and engaged with UnidosUS communications and events.
• Brief the CEO, Director of the Office of the President, and other relevant staff prior to events.
• Coordinate the CEO’s travel with the Office of the President and staff CEO for events, to include seeking out and delivering critical information concisely, and anticipating needs throughout the event.
• Other duties as assigned and needed.

QUALIFICATIONS

• Passionately committed to UnidosUS mission and values of excellence, respect and accountability
• Bachelor’s degree and at least five to seven years of related experience with political campaigns and event planning.
• Must be flexible in terms of work schedule, work well under pressure, and be able to make in-the-moment decisions.
• The ability to communicate ideas and messages in a logical, coherent, professional manner with people from all walks of life.
• Must be able to travel 75% of time and be available on weeknights and weekends.
• Collegial, collaborative, and committed to working well across components.
• A pleasant and polite demeanor with everyone, even as stressors increase.
• Thoroughness and attention to detail.
• The ability and willingness to help in any capacity for the good of the team.
• The ability to anticipate challenges, adapt, and quickly problem solve.
• The ability to take initiative and demonstrate creativity.
• Solid judgement and common sense.
• Effective at managing up and working with staff across different departments and levels.

Please note: Only those applicants who submit a cover letter and a résumé will be considered for this opportunity. Please include “Advance & External Affairs Manager” in the subject line.

SEND COVER LETTER AND RÉSUMÉ TO:
UnidosUS
Raul Yzaguirre Building
Attn: Octavio Espinal, Director, Office of the President
1126 16th Street NW, Suite 600
Washington, DC  20036-4845
hrmail@unidosus.org
No phone calls please!

EQUAL OPPORTUNITY EMPLOYER. All qualified applicants will receive consideration without regard to race, color, national origin, marital status, religion, gender, age, disability, sexual orientation, gender identity or expression, personal appearance, family responsibilities, political affiliation, or enrollment in a college, university, technical school, or adult education.