POSITION ANNOUNCEMENT

POSITION: Manager, Racial Equity Anchor Collaborative

OPEN: Immediately

LOCATION: New York, NY., or Washington, DC

CLOSE: Until filled

CONTACT: Director, Racial Equity Anchor Collaborative

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 community stronger. For more information on UnidosUS, visit www.unidosus.org or follow us on Facebook, Instagram, and Twitter.

SUMMARY

UnidosUS serves as fiscal sponsor for the Racial Equity Anchor Collaborative ("the Anchors"), a unique partnership of nine leading national organizations dedicated to racial equity and working towards an equitable democracy. The Anchors are comprised of the Advancement Project National Office, Asian & Pacific Islander American Health Forum (APIAHF), Demos, Faith In Action (FIA), National Association for the Advancement of Colored People (NAACP), National Congress of American Indians (NCAI), National Urban League (NUL), Race Forward (RF), and UnidosUS (UUS). The Collaborative has received a grant from the W. K. Kellogg Foundation to enhance civic engagement through engaging voters of color, and ensuring a full Census 2020 count supported by cross-racial messaging designed to activate Anchor affiliates, partners, and allies to work across racial lines.
The Manager, Racial Equity Anchor Collaborative will work with the Director to oversee and implement specific aspects of the project, working collaboratively with Anchor staff and project consultants. The position requires the development of close working relationships with and knowledge about each of the Anchor organizations.

The Manager is responsible for overseeing and implementing aspects of the Racial Equity Anchor Collaborative project of the Policy and Advocacy function. Responsibilities include development and fundraising, communications, strategic thought leadership, and program management. Success in this role requires diplomacy, relationship building and management, keen racial equity lens, collaborative spirit, and a curious nature. It also requires excellent organizational and communications skills, the ability to work synergistically with multiple partners, capacity to manage and execute a complex project and considerable diplomacy.

The Manager will report to the Director, Racial Equity Anchor Collaborative and position will be based in New York, NY., housed at Anchor Partner Race Forward or Washington, DC, at UnidosUS. This position is for five months with a good possibility of renewal of the grant beyond this time.

RESPONSIBILITIES

Programmatic

Development and Fundraising
- Work with Stewards on fundraising opportunities for the collaborative. Including thinking strategically about collaborative and joint fundraising opportunities.
- Identify, organize, and manage fundraising activities.

Communications
- Write press releases, joint statements, media alerts.
- Oversee and manage social media communications, media production and marketing materials for campaigns.

Strategic Thought Leadership
- Be a thought partner to Project Director.
- Together with Project Director, create a long term three (3) to five (5) years strategy for the collaborative.
- Manage and track ongoing issues in the sector and have a good grasp on where a multiracial collaborative should lean in and activate.

Managing, and Implementing Collaborative Project Components
- Manage voter mobilization activities, including voter registration, GOTV, education, etc.
- Build robust cross racial partnerships and ongoing educational opportunities.
- Manage accountability and roadmap to reform.
• Support responses to ongoing racial equity and racial justice issues in the broader environment.
• Draft timelines, and work plans for relevant project pieces.
• Work with the Project Director, managing requests for proposals (RFPs), contracts, and relevant vendor relationships, and track assignments to contractors to efficiently implement various pieces of the project.
• Support the supervision of consultants and contracted services.
• Maintain the budget and ensure timely reimbursement of expenses.
• Fulfill administrative requirements of the Collaborative including:
  o Creating materials to support Anchor decision making and project implementation such as administrative policies and procedures.
  o Assuring that the agreements of the collaborative are adhered to and actively participating in collaborative meetings as a non-voting member.

**Collaborative Work**
• Communicate with the nine (9) person Coordinating Committee, the body endowed with daily decision-making authority.
• Coordinate and facilitate in-person, conference calls and on-line meetings with subsets and the full Anchor group, generating notes and ensuring documentation of activities.
• Update documents and assist with onboarding of new collaborative staff.
• Attend to professional development opportunities and technical assistance aligned with the project.
• Represent the collaborative in external settings.
• Build partnerships with organizations and issue-based tables that will help amplify the Anchors’ work. Actively engage in efforts to achieve maximum impact and ensure attainment of goals.

**QUALIFICATIONS**
• Bachelor’s degree or equivalent experience working as a program generalist and/or program manager.
• Professional with at least five (5) to seven (7) years of relevant experience working in racial justice preferred.
• Strong project management experience preferred.
• Knowledge of key racial justice trends, debate, and struggles in all communities of color.
• Experience working for a non-profit organization in a racial justice environment required.
• Steadfast commitment to UnidosUS mission, vision, and values (Excellence, Accountability, Respeto).
• Familiarity and commitment with the U.S. Latino community, Latino nonprofit organizations, and the Latino market a plus.
• Strong facilitating skills with the ability to synthesize different views and guide multiple participants towards consensus decisions.
• Detailed-oriented with the ability to track multiple priorities, documents, organizations, opinions, and tight deadlines with moderate supervision.
• Ability to establish and maintain sound professional relationships, including the temperament to impartially represent the whole collaborative.
• Excellent Communication skills, both oral and written.
• Commitment to excellence and high standards.
• Ability to work independently and as a member of various teams and committees.
• Flexibility to travel 20% of the time, sometimes on short notice, post pandemic.
• Bilingual (Spanish/English) skills a plus.

Employment with UnidosUS is contingent upon successful completion of a background screen.

Please note: Only those applicants who submit a cover letter and résumé will be considered for this opportunity.

SEND COVER LETTER AND RÉSUMÉ TO:

UnidosUS
hrmail@unidosus.org

Subject Line: Manager, Racial Equity Anchor Collaborative
Attn: Director, REAC

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.