



STRONGER COMMUNITIES. STRONGER AMERICA.

## POSITION ANNOUNCEMENT

**POSITION:** Director of Operations

**OPEN:** Immediately

**LOCATION:** Washington, DC

**CLOSE:** Until filled

**CONTACT:** Darcy Eischens, Deputy Vice President Policy and Development; and Eric Rodriguez Senior Vice President Policy and Advocacy

**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](http://www.unidosus.org) or follow us on Facebook, Instagram, and Twitter.

### SUMMARY

The Director of Operations within the Policy and Advocacy component will oversee the component's program planning processes, track progress of teams against component priorities, support the coordination of fundraising efforts, track and monitor budgets, and lead human resources development/management. The Director will help lead and support the management team and drive efforts to improve processes and procedures that improve performance and impact. The Director will be jointly supervised by the Deputy Vice President of Policy and Development and the Senior Vice President of Policy and Advocacy.

### RESPONSIBILITIES

- Manage the component's program planning and results tracking efforts.
- Manage and support component management team meetings and component staff meetings.
- Supervise or co-supervise staff on the Administrative/Operations team.
- Support policy project directors, help fill programmatic gaps, and support staff to carry out deliverables and troubleshoot where necessary.

- Lead component-wide efforts to improve efficiency and organizational effectiveness, including usage of technology and digital platforms.
- Work collaboratively with other teams within the organization (finance/accounting, human resources, and IT infrastructure) to support staff and policy projects.
- Support DVP for Policy and Development in fundraising activities.
- Manage and work collaboratively on the annual and mid-year component budget processes.
- Manage the processes to monitor, track, report on the financial status of the component.
- Ensure the quality control of financials.
- Support contract development, negotiation and management, service agreements, grant agreements and other transactions. Ensure that contract language is compliant with UnidosUS policies, with special attention paid to issues related to intellectual property, branding, and copyright.
- Oversee recruitment processes including managing consultants and working with hiring managers to apply best practices.
- Manage the development, improvement, and implementation of a robust orientation/onboarding process for staff.
- Oversee and support systems for training and professional development for managers and staff.
- Work collaboratively with UnidosUS Human Resources to ensure the component is complying with HR policies and that staff and managers are aware of policies.
- Manage and track the performance of staff and provide support for supervisors/managers conduct timely evaluations of staff.
- Develop and manage quality (competitive) internship program that ensures the experience of both interns and those that work with them is exceptional.
- Work proactively with HR, supervisors, and the senior management team to address conflicts or sensitive staffing/management issues as they arise.

## **QUALIFICATIONS**

- Bachelor's degree required; master's degree preferred in operations, finance, business, public administration, or another business-related field.
- A minimum of 10 years of experience in operations working as part of the leadership team.
- A deep commitment to the mission of the organization and its core values.
- A track record that demonstrates a high quality of performance and organizational integrity.
- Exceptional/advanced knowledge of the budget process.
- Excellent written, verbal, and interpersonal communication skills.
- Superior analytical skills.
- Ability to work independently and as a member of various teams and committees.
- Familiarity with the U.S. Hispanic community, Hispanic nonprofit organizations.
- Bilingual (Spanish/English) skills a plus.

**Please note:** Only those applicants who submit a cover letter and résumé will be considered for this opportunity. Please include “Director of Operations” in the subject line.

**SEND COVER LETTER AND RÉSUMÉ TO:**

UnidosUS

Raul Yzaguirre Building

Attn: Darcy Eischens and Eric Rodriguez

1126 16th Street NW, Suite 600

Washington, DC 20036

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.*