



STRONGER COMMUNITIES. STRONGER AMERICA.

## POSITION ANNOUNCEMENT

**POSITION:** Director, Adult Education and Workforce Development

**OPEN:** Immediately

**LOCATION:** Washington, DC, Chicago, IL, Los Angeles, CA or San Antonio, TX

**CLOSE:** Until filled

**CONTACT:** Margaret McLeod, Vice President, Education and Workforce Development

**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 and Twitter.

### SUMMARY

UnidosUS is seeking a Director, Adult Education and Workforce Development to lead the Workforce Development department. The Workforce Development department develops innovative programs that move individuals along the spectrum of adult education and vocational training to job placement and career advancement. The department implements programs funded through government grants (specifically the U.S. Department of Labor), foundation grants, and corporate grants for young adults (18-24 year old) and adults (25 years or older).

UnidosUS implements all programming through its network of nearly 250 community-based organizations. These organizations, known as Affiliates, are independent non-profit organizations that implement programs at the local level and share best practices and challenges with UnidosUS. UnidosUS in-turn provides these organizations with research-based program models, technical assistance and capacity building, and resources to implement high-quality programs.

In this role, the Director will manage and mentor staff, manage internal and external relationships with funders, develop new programs, engage in fundraising, prepare and manage budgets, and lead the workforce team's signature event – the workforce development Forum.

The Director, Adult Education and Workforce Development will report to Vice President, Education and Workforce Development. This position will be based in Chicago, IL, Los Angeles, CA, San Antonio, TX, or Washington, DC.

## **RESPONSIBILITIES**

- Lead the workforce development team including managing and mentoring staff members, interns, and consultants; hire staff, as needed
- Engage in program development and management of grants
- Expand workforce development initiatives to add new and innovative programs
  - Design research-based workforce development programs
- Lead curriculum development for existing and new workforce development programs
- Manage current programs funded by government grants, foundation grants, and corporate grants
- Raise funds to grow workforce development team
  - Prepare and manage team budget
- Maintain internal relationships with other components
- Manage external relationships with funders and partners
- Lead the Workforce Development Forum
- Manage workforce development Affiliate network of nearly 100 organizations
- Participate in coalition meetings
- Write reports, funding proposals, and other documents, as needed
- Design technical assistance strategy for Affiliates

## **QUALIFICATIONS**

- Master's degree required.
- Minimum 10 years of experience in workforce development at program management level
- Minimum 7 years of experience working in non-profit sector.
- Demonstrated experience in fundraising and managing funder relationships.
- Demonstrated experience managing federal and corporate grant contracts
- Experience in managing staff, complex projects, and multiple teams.
- Excellent written, verbal, and interpersonal communication skills.
- Familiarity with the U.S. Hispanic community, Hispanic nonprofit organizations, and the Hispanic market and consumer a plus.
- Commitment to excellence and high standards.
- Ability to work independently and as a member of various teams and committees.

- Acute attention to detail.
- Ability and willingness to travel multiple times in a year.

**SEND COVER LETTER AND RÉSUMÉ TO:**

UnidosUS  
1126 16<sup>th</sup> St., NW, Suite 600  
Washington, DC 20036

or

[hmail@unidosus.org](mailto:hmail@unidosus.org)

Subject Line: Director, Adult Education and Workforce Development

Attn: Dr. Margaret McLeod

***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.*