



STRONGER COMMUNITIES. STRONGER AMERICA.

POSITION ANNOUNCEMENT

POSITION: Principal, Digital Services

OPEN: Immediately

LOCATION: Washington, DC
or New York, New York

CLOSE: Until filled

CONTACT: Sonia M. Pérez, COO

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's program growth, efficiency, and impact are tied to its ability to leverage and apply technology-based solutions, a central element in UnidosUS's "Scaling" and other Strategic Impact Goals. In the current environment, UnidosUS and its Affiliates must adapt even more quickly than anticipated, since the pandemic requires most of our work and our program delivery to occur remotely. As a result, UnidosUS is deepening efforts to support technology capacity building internally and with Affiliates. To drive this work, UnidosUS is establishing a new role to lead the development of a digital services portfolio. This new position will involve knowledge of how technology can be used to solve impact problems and support strategy and include coordination with an existing team of internal stakeholders, to ensure that this work is integrated across the organization into a cohesive effort. This work will help to translate how technology cuts across and is core to advancing our mission.

This role will report to the COO but will operate with an intentional cross-component framework requiring extensive collaboration with UnidosUS Leadership and Alignment teams.

The Principal, Digital Services, will also be expected to collaborate with UnidosUS's IT team, which is supervised by the CFO.

ESSENTIAL FUNCTIONS

Key Responsibilities

- Provide vision and leadership for UnidosUS digital strategy, advancing our scaling and other strategic impact goals
- Proactively advise senior leadership on emerging digital trends.
- Advise on digital opportunities to shape UnidosUS strategic planning in collaboration with Leadership and Alignment teams.
- Develop a culture of high-quality, service-oriented technology services and solutions that benefit UnidosUS and its Affiliates.
- Invest in continuous process improvement by assessing organizational processes and systems in order to improve execution and operational excellence.
- Work collaboratively with the VP of Education, Workforce Development and Evaluation, and internal data team to advance adoption of key analytics and tools to enable data-driven decision-making and program growth.
- Work collaboratively with the CFO and IT team to facilitate the use of high-quality, user-oriented tools and services that advance our mission.

Tech Leadership

- Identify ways that technology and data can be used to scale and amplify UnidosUS's work in ways that it make it more innovative, effective, and efficient.
- Play a "technical product manager" role using a mix of technical and non-technical skillsets that can build consensus with other teams and stakeholders, communicate technical ideas or projects to non-technical staff, and embed with the programs to learn more about their work.
- Develop strong collaborative relationships with VPs and other senior leaders and make recommendations to maximize efficiencies and impact. In particular:
 - Collaborate with Program VPs to leverage technology within their programs.
 - Collaborate with VP in charge of evaluation to align use of technology tools to apply UnidosUS's evaluation guidelines and improve data collection efforts throughout the organization with the goal to demonstrate impact.
 - Collaborate with Deputy Vice President who oversees Affiliate Engagement to understand how internal adoption of technology tools affects adoption of technology tools by Affiliates.

Collaboration and Strategy Development

- Build relationships with the Leadership and Alignment teams to understand how technology has been applied to date, lessons learned, successes, etc.
- Organize and document the inventory of tech approaches currently in use by Leadership team.

- Collaborate with an eye toward building capacity and looking for ways to define, enhance, and measure strategy.
- Strengthen and scale the work of other teams, as well as focus efforts on improving existing services or building new ones. Identify new opportunities for the use of technology in UnidosUS's work.
- By the end of the first year, draft a plan that outlines UnidosUS's proposed tech strategy with metrics.
- Other duties as assigned.

REQUIREMENTS

- Bachelor's degree in information technology or related field, master's degree in business or public administration preferred.
- At least 15 years of senior IT leadership experience managing complex technology for nonprofit organizations.
- At least 15 years of leadership experience or senior roles shaping strategy and digital services in complex nonprofit organizations a plus.
- Experience leading large-scale implementations and project planning for program areas.
- Proficiency with MS Office Suite, specifically Office 365.
- Project management expertise and experience with implementations across groups with less tech experience required.

Skills & Abilities

- Steadfast commitment to UnidosUS mission, vision and values (Excellence, Respect, Accountability)
- Familiarity and commitment with the U.S. Latino community, Latino nonprofit organizations, and the Latino market a plus.
- Senior digital services leadership experience.
- Experience leading digital transformation and business growth through implementing technology.
- Experience leading major change initiatives; demonstrated skill in change management.
- Demonstrated commitment to a user-centric focus in the development of tech strategies and support services.
- Experience fostering a culture of innovation, transparency, and accountability.
- Ability to manage a budget in the face of evolving needs.

**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. Please include "Principal, Digital Services" in the subject line.

SEND COVER LETTER AND RÉSUMÉ TO:

UnidosUS

Attention: hmail@unidosus.org

Subject Line: Principal, Digital Services

Attn: Sonia M. Pérez, COO

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.