



STRONGER COMMUNITIES. STRONGER AMERICA.

## POSITION ANNOUNCEMENT

**POSITION:** Principal of Education Programs

**OPEN:** Immediately

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

**CLOSE:** Until filled

**CONTACT:** Vice President, Education, Workforce  
Development, and Evaluation

**SALARY:** Commensurate with  
experience

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### 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

UnidosUS is seeking a Principal of Education Programs to support school leaders, students, parents, and the community at large through a robust portfolio of educational programs. In this role, the Principal will lead the Education team and improve upon program models, enhance curricular content, increase programmatic outcomes, and strategically grow and sustain the portfolio of programs. To achieve these ambitious goals and succeed in this role, the Principal of Education Programs will coach and grow program staff, oversee all aspects of the Education portfolio, fundraise, and provide substantive expertise on Latino PreK-16 education. In addition, they will speak and represent the institution in various relevant settings and drive an innovative agenda that advances the Latino voice in American society by shaping a new narrative reflective of the reality, contributions, and potential of Latino youth. The Principal of Education Programs will report to the Vice President of Education, Workforce Development, and Evaluation. The position will be based in Los Angeles, CA, Chicago, IL, San Antonio, TX, or Washington, DC.

## **RESPONSIBILITIES**

### **Program Leadership & Management**

- Enhance and implement organizational vision and institutional priorities.
- Ensure growth and ongoing programmatic excellence.
- Demonstrate consistent quality of finance and administration, fundraising, communications, and systems; recommend timelines and resources needed to achieve program goals.
- Attract, develop, coach, and retain high-performance team members, empowering them to elevate their level of responsibility, span of control, and performance.
- Work with staff to develop systems to ensure consistent, high-quality project management.
- Provide leadership in development of inter-team communication and cohesiveness, sustaining culture and supporting staff during organizational growth.

### **External Relationships:**

- Expand fundraising activities to support existing programs, cultivate existing relationships, and develop new funder relationships.
- Manage relationships with partner organizations and funders.

### **Knowledge Management:**

- Develop the necessary systems, processes, and tools to better support the facilitation, collection, and sharing of knowledge and data that is generated by the programs.
- Develop dissemination system to share organizational learning with a broad range of partners, communities, and education stakeholders.
- Ensure that key program outcomes are assessed and leveraged for maximum community and organizational impact.
- Work collaboratively with the senior management team to integrate cross-program activities and functions.

## **QUALIFICATIONS**

- Bachelor's degree in Education required. An advanced degree in K-16 school administration, curriculum, and instruction, or a related field with strong academic preparation is preferred.
- Twelve (12) to sixteen (16) years of education programs experience required.
- Eight (8) years of supervisory experience required.
- Experience working in nonprofit settings preferred.
- Strong demonstrated fundraising experience with the ability to engage a wide range of stakeholders, including advisory groups, coalitions, forums, trade associations, foundations, corporate sponsors, and practitioners preferred.
- Experience implementing quality programs, with the ability to achieve strategic objectives and manage budgets and organizational operations preferred.

- In-depth knowledge and experience in leading proficiency-based education and project-based learning through multiple pathways for student success and achievement.
- A strong commitment to innovative change within the 21<sup>st</sup>-century learning environment.
- Advanced proficiency with Microsoft Office Suite more specifically, Office 365, communication software, and use of internet.
- Steadfast commitment to UnidosUS mission, vision, and values (Excellence, Respeto, Accountability).
- Understanding and commitment to U.S. Latino community, Latino nonprofit organizations, and the Latino market a plus.
- Ability to handle a variety of constituencies, manage multiple tasks simultaneously, and thrive in a complex environment with multiple priorities.
- Exceptional organizational and project management skills.
- Sound judgment with excellent analytical and leadership skills.
- Ability to create and lead a team by maintaining a positive, collegial, and productive work environment.
- A high degree of personal integrity, demonstrated leadership abilities, and a history of working cooperatively with key stakeholders and management team of senior professionals.
- Ability to prioritize tasks and delegate them when appropriate.
- Commitment to excellence and high standards.
- Ability to work independently and as a member of various teams and committees.
- Acute attention to detail.
- Excellent communication skills (listening, oral, and written).
- Ability to act with integrity, professionalism, and confidentiality.
- Commitment to excellence and high standards.
- Bilingual (English/Spanish) 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, résumé, and writing sample will be considered for this opportunity.

**SEND COVER LETTER, RÉSUMÉ, AND WRITING SAMPLE TO:**

**UnidosUS**

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

**Subject Line:** Principal of Education Programs

**Attn:** Vice President, Education, Workforce Development, and Evaluation

***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.*