



STRONGER COMMUNITIES. STRONGER AMERICA.

POSITION ANNOUNCEMENT

POSITION: Senior Manager, Special Projects

OPEN: Immediately

LOCATION: Washington, DC

CLOSE: Until filled

CONTACT: Eric Rodriguez, Senior Vice President,
Policy & 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 or follow us on Facebook, Instagram, and Twitter.

SUMMARY

UnidosUS is seeking a Senior Manager, Special Projects to provide support for its Proyecto 20% project and support for policy and advocacy campaigns in core states. At the direction of the senior vice president (SVP) or leadership team, the senior manager, special projects will be responsible for organizing, leading, and executing work that falls outside the scope of regular issue- and field-based staff. They will be responsible for a broad and diverse range of activities and assignments to support the component SVP and leadership team both internally and externally. As a newly created position providing support to the SVP and leadership team, the senior manager, special projects will require adaptability and flexibility, as the specific duties and responsibilities evolve over time. This person will develop project plans as needed, coordinate projects, communicate changes and progress to leadership, and complete projects on time and budget.

UnidosUS offers a collaborative, team-based environment that fosters a culture of ideas and debate. This position will work collaboratively with teams across the organization, liaise with external partners and allies, and support state and issue leads. The Senior Manager, Special

Projects will report directly to the SVP of Policy and Advocacy, with support from the senior management team. In addition, they will take direction from the SVP for Marketing and Communications as appropriate. The position is based in Washington, DC.

RESPONSIBILITIES

- Responsible for executing special projects as directed by the SVP of Policy and Advocacy.
- Responsible for managing selected campaigns and projects led by the Policy and Advocacy team.
- Collaborate with Policy and Advocacy issue team leaders and state leads to identify campaign/project goals and tactics and facilitate action and grassroots activism on issues priorities
- Working closely with the SVP and leadership to track and report on grassroots advocacy efforts, including with Affiliates, in core states.
- Network grassroots leaders in core states to establish, strengthen, and maintain key relationships, share information and coordinate activity.
- Provide support to the SVP and leadership team with the development and maintenance of internal and external relationships and coalition-building
- Work closely with the SVP and leadership on lobbying/advocacy efforts and relationship-building in core states.
- Manage and lead in the establishment and nurturing of partnerships with community stakeholders, allies, and state and federal policymakers on selected issue campaigns and projects
- Develop playbooks, tool kits, memos to facilitate coalition partners in generating activism and community engagement
- Coordinate and carryout essential tasks to implement on campaigns and projects
- Provide support for convening of a wide range of meetings/events related to short-or long-term projects of the Policy and Advocacy component and/or organization.
- Provide support for research, policy analysis, preparing presentations; developing meeting agendas; compiling pertinent background materials for attendees.
- Prepare summaries of discussion; coordinating logistical arrangements; and ensuring appropriate and effective communications with participants, as needed.
- Communicate with external stakeholders and coalition partners.
- Organizes, leads, and helps execute department and company projects.
- Supporting cross-component collaboration
- Other duties as assigned.

QUALIFICATIONS

- Bachelor's degree required; master's degree preferred in related field.
- At least eight (8) to ten (10) years of applicable experience required.
- 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.
- Display commitment to social justice, and UnidosUS' mission.
- Ability to manage multiple tasks simultaneously and thrive in a complex environment with multiple priorities and tight deadlines.
- Ability to anticipate and identify problems and use sound judgment and fact-based analysis to develop effective and efficient solutions.
- Excellent communication skills, both oral and written.
- Commitment to excellence and high standards
- Record of success working with the community on policy issues and advocacy.
- Ability to synthesize information and present effectively in a variety of formats and styles.
- Excellent time management skills with the ability to manage individual and teamwork calendars to meet competing priorities.
- Ability to work as part of a team as well as execute projects independently.
- Proficient in Microsoft Office (word, PowerPoint, and Excel), Outlook, data sources, and internet queries required.
- Able to work campaign-style hours including nights and weekends as needed.
- Access to reliable transportation for outreach and management duties.
- Ability to work independently and as a member of various teams and committees.
- Acute attention to detail.
- Bilingual (English/Spanish) strongly preferred.

**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: Senior Manager, Special Projects

Attn: Eric Rodriguez, SVP

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.