



Pomona Economic Opportunity Center Seeks EXECUTIVE DIRECTOR

JOB ANNOUNCEMENT

Pomona Economic Opportunity Center (PEOC) seeks a visionary and strategic executive director to lead a cutting edge social justice organization with a successful track record. We seek a highly qualified candidate that has demonstrated commitment to social, economic and racial justice and is ready to take an organization to the next level.

Founded in 1998, PEOC's mission is to provide an opportunity for day laborers to find safe work at a fair wage, to organize and advocate for themselves in relation to policies that impact their lives, to obtain new trades and skills that improve their employability and quality of life, and to improve overall conditions for all immigrant workers. PEOC's expanded vision calls for deepening its community organizing beyond the day laborer population in order to build a broader movement for social change in the region. PEOC combines employment/economic development, education, and community organizing/leadership development to advance its mission. PEOC not only provides a place for day laborers to look for work but also serves as a command center for immigrant worker organizing throughout the region. In addition to its office/day labor center in the City of Pomona, the PEOC organizes day laborers among informal street corners throughout the Inland Empire.

The executive director will take leadership of this dynamic organization along with a dedicated board of directors and talented staff team of 4-5.

RESPONSIBILITIES

The executive director serves as the chief executive officer of PEOC. The executive director reports directly to the Board of Directors and is principally responsible for ensuring the overall success and effectiveness of the organization, including implementation of the organization's policies, programs and financial and staff management.

Key responsibilities include:

1. Visionary and Strategic Leadership: Ensures PEOC engages in strategies that are aligned with the vision and mission of the organization; Ensures campaigns, programs, fundraising and operations are aligned with the vision and mission; Ensures that timely progress is made to achieving the mission of the organization; Leads strategic planning process; Creates space to identify and explore new ideas and opportunities.

2. Fundraising: With the support of the Board, ensures that PEOC maintains a diverse and sustainable funding base, including major donors, grassroots fundraising, local government grants, special events; Identifies, cultivates and maintains relationships with funders and donors and ensures compliance with all commitments to funders and donors.

3. Organizational Partnerships/Relationships: Develops and maintains relationships with key allies, coalition partners, elected officials, and decision makers.

4. Campaigns and Programs: Ensures that PEOC's campaigns and programs are effective and aligned with the mission of the organization; Ensures proper planning, staffing, oversight strategy and evaluation of the campaigns and programs.

5. Staff Development: Recruits, retains, motivates and inspires staff with a commitment to social, economic and racial justice; Ensures staff receives the training, support, supervision, evaluation and leadership development that they need to succeed; Models and advances an organizational culture that supports work/life balance and fosters positive staff relations and teamwork.

6. Administration and Operations: Ensures effective administration and operation of the organization, including legal, financial, compliance, management and human resources. Monitors the day-to-day delivery of the programs and services of the Center to maintain or improve quality.

7. Board Support: Supports and motivates the Board of Directors in fulfilling its legal duties and responsibilities to the organization.

8. Ambassador: Serves as spokesperson and leader of PEOC with allies, partners, public officials and the general public while also developing and promoting other effective PEOC spokespersons/worker leaders. Able to connect well with worker and community leaders. Proactively positions PEOC and advances its reputation and message.

QUALIFICATIONS:

1. A leader with proven experience in working on social, economic, racial justice and/or immigrant justice issues including a track record of building and maintaining strategic relationships with coalition partners, allies and funders, leading and winning organizing or policy campaigns, working with labor and community, developing worker leaders, creating and implementing programs, and nonprofit management. Experience with day labor and immigration issues a plus.

2. Significant, demonstrated success in fundraising from a variety of sources including major donors, government, foundations, corporations, grassroots donors and in cultivating new funders and donors.

3. Experience with staff development, supervision and management. Has a mentoring/coaching team building style of managing staff, an open door policy, is a delegator, not a micro manager.

4. A team player and good listener; open minded and inclusive style; able to multi-task and who will roll up his/her sleeves and work with staff and community.

5. Outstanding written and verbal communication skills. Excellent English and Spanish communications skills both verbal and written.

6. Strong coalition builder and strategist. Persuasive public speaker. Great relationship builder and networker. A persuasive advocate able to effectively tackle controversial issues, even in the face of strong opposition.

7. Experience supporting a nonprofit board of directors to fulfill its legal duties and responsibilities.

8. Experience with budgets, finances and financial management.

9. Good mediation skills.

10. Excellent personal organization and time management skills. Practices self-care and manages stress well.

COMPENSATION: Negotiable; commensurate with experience.

APPLICATION PROCESS: Cover letter, resume and 3 references should be sent via electronic mail to PEOC attn: pomona.eoc@verizon.net with the subject line "ED Position." All documents emailed should be in Microsoft Word or Adobe PDF format. Deadline is October 20, 2014. The position will remain open until filled. We will conduct interviews on a rolling basis beginning October 27, 2014. Ideal Start Date is December 1, 2014. Please indicate any requests regarding confidentiality of your candidacy in your cover letter. We will respond to all applicants, therefore, please refrain from inquires as to the status of your candidacy.

PEOC is an equal opportunity employer and supports the social goals of affirmative action. *We strongly encourage immigrants, refugees, people of color, women, and LGBTQ individuals to apply.*