



Latino and Latina Roundtable

of the San Gabriel and Pomona Valley

1460 E. Holt Ave. # 144, Pomona, CA 91767

JOB ANNOUNCEMENT

JOB TITLE: DIRECTOR
POSITION: FULL TIME, EXEMPT
SALARY: \$35,000 to \$40,000 DOE
LOCATION: POMONA
CLOSING DATE: UNTIL FILLED

ABOUT LATINO/A ROUNDTABLE

The Latino and Latina Roundtable of the San Gabriel and Pomona Valley (LRT) is a non-profit organization dedicated to promoting educational programs to advance leadership, communication, effective civic participation, and a proactive voice.

POSITION OVERVIEW

The LRT seeks a visionary and strategic Director to lead a dynamic community-based organization to its next level of organizational development. The LRT is a membership organization with a strong track record in community empowerment. We seek a highly qualified candidate that has demonstrated commitment to social, economic and racial justice.

KEY RESPONSIBILITIES

Develops and implements a fundraising plan including the annual breakfast. Cultivates and maintains relationships with prospective funders and donors, organizing grassroots fundraising event, and developing direct mail and donor outreach strategies communications with major donors and grassroots fundraising.

Supports with strategic planning, program implementation and represents the organization in events and coalitions as needed.

Develops and administers budgets for programs and maintains a filing system of records and reports of the organization as required by the government and the Board of Directors.

Supports the board committees with the implementation of campaigns and programs as needed and recruits' volunteers to support the committee work.

Maintains and administers the daily operations of the office.

Advances membership development and recruitment through Facebook, Website, and other social media, develop newsletters and creates public relations materials.

DESIRED QUALIFICATIONS

A self-starter, can work independently, problem solver and innovator with forward thinking to develop LRT into a positive voice and leader in the Inland Valley.

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, developing leaders, creating and implementing programs and nonprofit management.

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

Experience with development of budgets and financial management.

Be computer proficient in order to develop and maintain list using excel, send letters, emails, develop and maintain website and other social media.

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

HOW TO APPLY

Please send a cover letter explaining your interest in the LRT mission and why you are the best candidate for this position, a resume and 3 work or intern references should be sent via electronic mail to Latino/a Roundtable Attn: Rose Calderon at: calderon.rose@gmail.com With the subject line LRT Director Position. All documents emailed should be in Microsoft Word or Adobe PDF format. Deadline is July 30, 2019. The position will remain open until filled.