Full-Time Position
Deputy Executive Director
Los Angeles, California

The Organization
The Alliance for a Better Community is a nonprofit 501(c)3 public policy and advocacy organization that promotes the prosperity of the Latino/a community and the Los Angeles region, inclusive of an improved quality of life for Latino/as in education, health, civic participation, and economic prosperity. ABC believes that public education is one of the most effective tools in breaking the cycle of intergenerational poverty and seeks to create a vibrant Los Angeles community where all families enjoy full access to high-quality schools, quality healthcare, and meaningful civic engagement.

Position Summary
The Alliance for a Better Community (ABC) is seeking a skilled, highly proactive, innovative, and motivated Deputy Executive Director responsible for stewarding progress and achievements of the organizational strategic plan. This position will be responsible for leading key strategic initiatives and workstreams to strengthen the effectiveness and efficiency of 1) the internal processes and systems of the organization and 2) all development efforts, including donor fundraising and grants.

Management Duties
In close collaboration with the Executive Director, the Deputy Executive Director will support the day-to-day management of HR, accounting, and related management functions.

- Support collaborative, complex, and diversified projects, coordinating the work of ABC staff, managing project budgets, and ensuring accountability
- Lead efforts to build ABC’s internal teams, communications, programs and policy and advocacy teams as well as support the professional development of ABC staff
- With Executive Leadership and Board to align timelines and set goals for organizational initiatives
- Manage and maintain legal compliance with human relations functions, including time tracking, compensation and payroll, benefits management, performance evaluations, hiring, and terminations
- Manage and maintain legal compliance with accounting functions, including accounts payable and receivable, payroll, inventory, record keeping, expense reporting, budgeting, reporting financial statements, and legal compliance & finance controls
- Maintain policies and procedures for all management (non-program) functions
- Maintain all proposals, contracts, and other legal documents
- Administer google drive and physical files as well as support systems and infrastructure

Fundraising
The will also identify high visibility opportunities for fundraising and raising ABC’s visibility among target audiences.

- Identify new opportunities and implementing strategies to diversify funding streams and maintain a list of potential financial donors including corporations, foundations, and individuals
- Research potential sources of, and apply for, grants and public funding
- Coordinate between communications, development, programs, and policy and advocacy teams on effective messaging strategies and narrative building for the organization
- Set annual fundraising (grants and donor) monetary goals and budgets according to short- and long-term goals
- Establish fundraising objectives for the organization, setting one year and longer-term goals
- Produce relevant and informative fundraising literature for distribution to previous and prospective donors and the public
- Oversees the fundraising process and maintains records of receipts and disbursements of funds
- Lead selection, implementation and maintenance of a nonprofit CRM system
- Plans fundraising events that effectively communicate the purposes of the organization
- Manage reporting on won grants

Other duties and responsibilities as assigned

Qualifications:

- A commitment to the mission and goals of ABC
- Education: Minimum of a Bachelor’s Degree in related field
- Experience: Must have a minimum of 6 years full-time experience in operations management and/or fundraising
- Leadership Skills: Strong leadership skills with a proven track record in leading broad-based efforts with diverse stakeholders and partners. Must have an ability to step into the position and quickly develop strategies to meet goals and objectives. Contributes positively to the work culture by being solutions-oriented and a team player
- Collaboration: Able to work independently, within a team environment and lead collaborative efforts to accomplish collective goals and objectives. Maintain positive working relationships with organizational leadership and staff to meet collective goals
- Organizational Skills: Excellent project management and multi-tasking skills (e.g., strong attention to detail, creating and monitoring project budgets and timelines, proper documentation of work and record keeping, and prioritizing work effectively)
- Communications Skills: Superior interpersonal, verbal and written communication skills. Proven ability to establish and maintain high priority relationships

Compensation
Salary will be commensurate with experience and qualifications. Highly competitive benefits package includes medical, dental, vision, chiropractic, acupuncture, life insurance coverage, PTO, Employee Wellness Days, and a 403(b) plan. Start date is immediate.

**Workload and Physical Demands**
This position will require weekend and evening work as well as travel. The physical demands described here represent those that must be met by an employee to perform the essential functions of this position successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform these functions. While performing this position, the employee is regularly required to operate a personal computer for up to 8 hours a day, to talk on the telephone or webcam for multiple hours per day, and to have the ability to talk and hear. The employee is occasionally required to support outdoor events and to lift and/or move up to 40 pounds.

Because this position has responsibilities requiring direct interactions with others, the employee will need to be fully vaccinated against COVID-19, although reasonable accommodation requests will be considered.

**Equal Opportunity Employer**
Alliance for a Better Community (ABC) is an equal-opportunity employer that values diversity. We encourage candidates from all backgrounds to apply for this opportunity. Our policy is to ensure that all individuals are treated equally regardless of age, color, disability, or gender.

**How To Apply**
Please email your cover letter, resume and a writing sample to jobs@afabc.org with the subject line “Deputy Executive Director” and fill out this [form](#) as part of your application.