Full-Time Position  
Director of Strategic Initiatives  
Los Angeles, California

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 Director of Strategic Initiatives responsible for stewarding the progress and achievements of the organizational strategic plan. This position will be responsible for leading key strategic initiatives and workstreams and strengthening the effectiveness and efficiency of the internal processes and systems of the organization.

This position will have invaluable exposure to the organization’s strategic vision, driving the organizational strategic planning process, putting plans into action, as well as managing, overseeing, and advancing ABC’s public policy and advocacy agenda to improve outcomes for the Los Angeles Latino/a community.

The Director of Strategic Initiatives will drive the organizational strategic planning process and will help steward the achievement of the strategic priorities. In addition, the Director will lead key strategic workstreams and initiatives and strengthen the effectiveness and efficiency of organization-wide processes and systems. The Director will receive invaluable exposure to ABC’s strategic vision and the breadth and depth of work of ABC’s leadership. The Director of Strategic Initiatives will also identify high-visibility opportunities for fundraising and raising ABC’s visibility among target audiences. Additional responsibilities include:

- Create countywide collaborations, advancing policy recommendations as outlined in ABC’s Latino/a Scorecard;
- Strengthen coalition-building efforts, work with elected officials to raise awareness on key issues impacting the LA Latino community, and coordinate the development of research briefs on priority topics;
- Identify new fund development opportunities and implement strategies to diversify funding streams. Support fund development efforts by writing reports and proposals;
- Design and lead collaborative, complex, and diversified projects by coordinating the work of ABC staff, managing the budget, and ensuring accountability;
• Manage and implement strategic initiatives with broad impact by collaborating with key stakeholders to enhance overall performance in accordance with short and long-term objectives;
• Coordinate between communications, fund development, programs, and policy and advocacy teams on effective messaging strategies and narrative building for the organization;
• Supporting the professional development of ABC staff;
• Advise leadership on policy trends, critical issue areas, and recommend actions;
• Develop grassroots policy recommendations that uplift the voices and stories of the Latino/a community across Los Angeles and incorporate powerful and relevant data;
• Build and maintain relationships with state and local elected officials, their staff, and community partners to identify and advocate for systemic opportunities and policies that promote greater Latino/a civic participation across Los Angeles;
• Lead efforts to build ABC’s internal teams, communications, programs, and policy and advocacy teams;
• Maintain and strengthen working relationships with elected officials, civic leaders, coalition partners, and education advocates;
• Represent ABC, its values and priorities, in coalitions, meeting with state and local elected officials and their staff, in the community, and with the general public;
• Oversee the development & present executive-level updates on programs and campaigns;
• With Executive Leadership and Board; align timeline and set goals for organizational initiatives;
• Draft talking points, opinion editorials, social and print media content, collateral material, and other public pieces that highlight ABC’s policy priorities, strategies, and successes;
• Identify opportunities and take the lead on new initiatives that uplift the recommendations in ABC’s Latino/a Scorecard;
• Partner with the Executive Director, other staff, and board members to continuously work to refine and advance the intended impact of the organization;
• Other duties and responsibilities as assigned.

Qualifications:

• A commitment to the mission and goals of ABC and a demonstrated commitment to the advancement of the Latino/a community.
• Education: Minimum of a Bachelor’s Degree in a related field.
• Experience: Must have a minimum of 4 years full-time experience in policy or community engagement;
• Content Knowledge: Must have a proven ability to analyze state and local policy trends. Substantial knowledge of Los Angeles and California public policy issues.
• Community Knowledge: Priority will be given to applicants with experience working within the Los Angeles region, city, school districts, public officials and agencies, and community organizations. Preference for candidates with a deep understanding and experience working with the Latino/a community.
• Leadership Skills: Strong leadership skills with a proven track record in leading broad-based efforts with diverse stakeholders and partners. Must have the 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 (i.e., 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. Preference for bilingual candidates (Spanish & English)

**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 and resume to jobs@afabc.org with the subject line “Director of Strategic Initiatives” and fill out this form as part of your application.