



## ABOUT CASA LATINA

Casa Latina exists to advance the power and well-being of Latino immigrants through employment, education, and community organizing. Founded in 1994 based on [Popular Education](#) principles, the organization serves as a national role model for member-led Day Worker Centers. Casa Latina is unique in that it connects the Latino immigrant community with employment and education opportunities – and community organizing to create systematic change for stronger worker and immigrant rights. We are governed by a Board of Directors, have a staff team of 34 full and part time employees, and a budget of \$2.5 million.

Since 2014, Casa Latina has connected its members with over 54,000 jobs with wages set by members themselves. In 2018 Casa Latina members championed a groundbreaking Seattle Domestic Worker Bill of Rights and have been a national partner in the mobilization for a National Domestic Worker Bill of Rights. Within the last year, Casa Latina helped win \$2 million in stolen wages for over 50 laborers; was part of a coalition that won millions of dollars in State funding for undocumented workers left out of COVID-19 federal support; hosted health clinics providing over 400 vaccinations for their community; and is currently mobilizing a ground-breaking portable benefits system to provide essential rights such as paid sick time for domestic workers in Seattle.



## OUR STRATEGIC PLAN

For the past 3 years, Casa Latina has been guided by a Strategic Plan that outlines the following five strategic goals:

- 1. Strengthen existing programs** by improving efficiency, integration and coordination among programs, systems & technology.
- 2. Strategically expand programs** geographically and service areas to meet changing needs.
- 3. Continue Casa Latina's work on organizing and advocacy to advance the power**, voice and well-being of Latino immigrants.
- 4. Strengthen organizational and leadership capacity** of staff, board, and members to enable programs & services expansion.
- 5. Expand and further diversify funding** to support growth and promote sustainability.

With the evolution to a shared leadership model and the onboarding of the three new Co-ED's, we anticipate launching a strategic planning process to set a bold vision for the future.

# CO-LEADERSHIP OPPORTUNITIES AND RESPONSIBILITIES

After an inclusive input gathering process in the summer of 2021 that centered the experiences and perspectives of our worker members and the staff team, the Board of Directors took time to reimagine the future for Casa Latina to ensure that our work to champion worker rights externally is modeled in our internal practices and culture.

We are pleased to be **intentionally shifting away from a traditional single-Executive Director model to a shared leadership team-oriented model, with three Co-Executive Directors**, each reporting directly into the Board of Directors, working together to hold up the three pillars of our work: employment, education & community organizing, and our people & organizational foundation.

## WE ANTICIPATE THIS MODEL WILL:

- 1. Help us live up to our values** around centering the lives and experiences of our worker members
- 2. Allow for a more balanced workload** across the three Co-Executive Director positions
- 3. Offer more flexibility and strength** when representing the organization in the community

We are at the beginning of the transition to this new model and expect the duties of the three Co-Executive Directors may shift in practice, with the help of an organization development consultant, and based upon each leader's unique skills and experience, as well as their mutual determination of an equitable workload. We also anticipate re-aligning the entire organization to be more team-based.

## Our starting point for delineation of duties and responsibilities for the three Co-ED positions are:



### CO-ED FOCUS ON EMPLOYMENT

Leads the work to advance job opportunities and the economic empowerment of our worker members



### CO-ED FOCUS ON EDUCATION AND COMMUNITY ORGANIZING

Leads the work to advance the power and well-being of Latino immigrants through education and grassroots organizing



### CO-ED FOCUS ON PEOPLE AND ORGANIZATION

Leads the work to ensure the organization and its people are strong, stable and highly effective





## SHARED CO-ED RESPONSIBILITIES

There are six core areas where we see leadership responsibilities shared and held collaboratively across all three positions:



### **Visioning and strategic planning**

Works in partnership with the Board of Directors to set the vision and engages in strategic planning, translating goals into measurable action plans.



### **Leading on equity and anti-racism efforts**

Advances internal organizational processes that promote equity and anti-racism in programs, policies, practices, and protocols.



### **Board partnership, connection, and accountability**

Each Co-ED reports directly into the Board of Directors, and works in partnership with and is held accountable to the Board of Directors.



### **Staff management and professional development**

Ensures the staff team/organizational culture is positive, constructive, strengths-based, and focused on professional development in service to the mission and values.



### **Ensuring the organization has the resources to achieve its mission**

Ensures funder commitments are met, helps strategize about new funding opportunities, and engages with individual donors in the community.



### **External relations and community building**

Represents Casa Latina at national and local coalitions, builds relationships with community partners, funders, and donors, and strengthens relationships with other Latino organizations.

# SPECIFIC CO-ED RESPONSIBILITIES

## CO-ED FOCUS ON EMPLOYMENT

**Leads the work to advance job opportunities and the economic empowerment of our worker members**

- Manages 6 direct reports and oversees the entire employment team
- Responsible for setting overall employment program goals in alignment with the strategic plan
- Oversees the worker centers in Federal Way and Seattle, the Household Helpers program, and all workforce development initiatives, including promoting the leadership
- Ensures all health and safety standards (OSHA) are met
- Helps set and manages the employment departmental budget
- Works directly with Casa Latina's worker members

## CO-ED FOCUS ON EDUCATION AND COMMUNITY ORGANIZING

**Leads the work to advance the power and well-being of Latino immigrants through education and grassroots organizing**

- Manages 4 direct reports and oversees the entire education and advocacy team
- Responsible for setting overall education and community organizing program goals in alignment with the strategic plan
- Oversees the English/Spanish language and jobs skills education program as well as the grassroots community organizing efforts and campaigns around worker rights, Mujeres Sin Fronteras, and gender-based violence
- Takes the lead in engaging and managing volunteers
- Helps set and manages the education and advocacy departmental budgets
- Works directly with students and members

## CO-ED FOCUS ON PEOPLE AND ORGANIZATION

**Leads the work to ensure the organization and its people are strong, stable and highly effective**

- Manages 5 direct reports and oversees the entire people & organization team
- Responsible for setting overall people and organization goals in alignment with the strategic plan
- Oversees the organization's financial and contract management, fundraising and communications, human resources, facilities, and IT operations and initiatives
- Takes the lead in developing the organization-wide budget as well as departmental budgets for the people and organization departments
- Works directly with staff members, including stewarding union relations



# CO-EXECUTIVE DIRECTOR CANDIDATE QUALIFICATIONS

We seek highly collaborative leaders with diversified and complementary skills and experience. While we don't expect everyone to be an expert in all aspects of the Co-ED role at the outset, **we seek candidates who have self-awareness about which of the skill sets described here they will need to develop further to be successful, and are willing to dive into that learning as needed.** Candidates should be excited for the opportunity to work closely within a shared leadership model as they work together to refine this for maximum success. **Personal or family lived experience and connection to the Latino immigrant worker culture and community is a highly valued qualification.**



## SHARED QUALIFICATIONS

For all three Co-ED positions, ideal candidates will share the following key qualifications:



### Transparent, equity-based communicator, facilitator, & decision-maker

Ideal candidates are skilled in promoting racial and social justice in practices, policies, and projects, are inclusive and collaborative decision-makers, and conscientious listeners who hold themselves to the highest standards of integrity and accountability, and are able to connect with and earn the trust of a diverse set of stakeholders.



### Visionary, growth-oriented, strategic leader

Ideal candidates have the ability to develop an ambitious vision that can translate into strategic goals and measurable action plans, who have experience growing anti-racist and economic justice organizations, programs, or strategies, and who are highly flexible and comfortable with change and ambiguity.



### Skilled team builder and mentor

Ideal candidates have a strong people management skillset with an emphasis on mentorship, coaching, and professional development, who are skilled at building community and a positive organizational culture, and who utilize an empathetic leadership style and philosophy.



### Language fluency requirements

We require all three Co-ED's be fluent in English, conversational in Spanish, and able to write professionally in English.

# SPECIFIC CO-ED QUALIFICATIONS

Each Co-ED position has specific qualifications relevant to that position. These are summarized below:

CO-ED FOCUS ON EMPLOYMENT	CO-ED FOCUS ON EDUCATION AND COMMUNITY ORGANIZING	CO-ED FOCUS ON PEOPLE AND ORGANIZATION
<p><b>Highest priority qualifications</b></p> <ul style="list-style-type: none"> <li>• Experience and track record of running a worker center OR similar/relevant program that centers the workers, constituents, or members</li> <li>• Public speaking skills and ability to represent an organization or program and its members out in the community</li> <li>• Staff management experience supervising individuals and managing teams</li> <li>• Conflict management skills and aptitude</li> </ul> <p><b>Other key qualifications</b></p> <ul style="list-style-type: none"> <li>• Experience developing and managing budgets</li> </ul> <p><b>Desired but not required qualifications</b></p> <ul style="list-style-type: none"> <li>• Experience promoting and organizing for immigrant rights (especially Latino immigrant workers)</li> <li>• Fundraising experience: donor or funder cultivation, stewardship, and solicitation</li> <li>• Board governance experience</li> <li>• Volunteer management experience</li> </ul>	<p><b>Highest priority qualifications</b></p> <ul style="list-style-type: none"> <li>• Experience and track record leading grassroots community organizing efforts, and building inclusive and diverse coalitions and campaigns</li> <li>• Staff management experience supervising individuals and managing teams</li> <li>• Experience promoting and organizing for immigrant rights (especially Latino immigrant workers)</li> <li>• Public speaking skills and ability to represent an organization or program and its members out in the community</li> </ul> <p><b>Other key qualifications</b></p> <ul style="list-style-type: none"> <li>• Conflict management skills and aptitude</li> <li>• Experience developing and managing budgets</li> </ul> <p><b>Desired but not required qualifications</b></p> <ul style="list-style-type: none"> <li>• Fundraising experience: donor or funder cultivation, stewardship, and solicitation</li> <li>• Board governance experience</li> <li>• Volunteer management experience</li> </ul>	<p><b>Highest priority qualifications</b></p> <ul style="list-style-type: none"> <li>• Experience and track record in nonprofit leadership: financial management, strategic planning, HR, board governance, fundraising, communications, and operations</li> <li>• Staff management experience supervising individuals and managing teams</li> <li>• Fundraising experience in at least some of the following: individual donor cultivation, stewardship and solicitation, and grant writing</li> <li>• Public speaking skills and ability to represent an organization or program and its members out in the community</li> <li>• Organization-wide financial management and budgeting experience</li> </ul> <p><b>Other key qualifications</b></p> <ul style="list-style-type: none"> <li>• Experience developing and implementing HR policies, including grievance policies and performance evaluations</li> </ul> <p><b>Desired but not required qualifications</b></p> <ul style="list-style-type: none"> <li>• Past experience promoting and organizing for immigrant rights (especially Latino immigrant workers)</li> <li>• Professional connection to political and philanthropic leaders and the Seattle &amp; Puget Sound nonprofit community</li> <li>• Volunteer management experience</li> </ul>

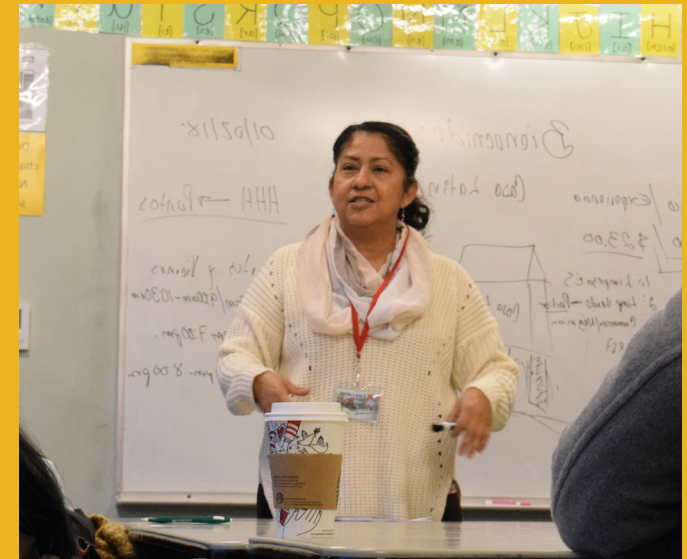
## COMPENSATION AND BENEFITS

Each Co-ED position is a full-time salaried position requiring a willingness to work some evenings and weekends and occasional travel. **The annual salary for each Co-ED position is \$95,000.**

**Casa Latina** offers generous benefits, including paid vacation and sick time, 6 additional personal holidays per year, the week between Christmas and New Year's off, medical, dental, retirement (a percentage of retirement contributions will be matched by the employer after one year of employment), an Orca card, and a professional development budget.

## COMMITMENT TO EQUITY

**Casa Latina** works at the intersection of immigrant rights and labor rights. We believe that those most affected by racial and socioeconomic inequities are the most qualified to propose and enact the best solutions. These principles guide our work every day.



## APPLICATION INSTRUCTIONS AND PROCESS

Online applications only, please no email or paper submissions. All materials must be submitted in English.

**APPLICATION LINK:** <https://cloversearchworks.hire.trakstar.com/jobs/fk0sdc6>

When you apply, you will be asked to:

1. Input your name, phone number, and email address
2. Indicate which of the 3 positions you are applying for (you may apply for more than one, but only need to submit your application once)
3. Upload one cover letter (in PDF format) that describes as specifically as you can how your experience, skills, and values are a fit for one (or more) of the Co-ED positions, based upon the qualifications described in this announcement.
4. Upload a resume (in PDF format)

**Applications received by January 17, 2022 will be given full consideration.** Phone interviewing is expected to begin in January. The Board of Directors anticipates making final hiring decisions for each of the three Co-ED positions by end of March, 2022.

**Casa Latina is an affirmative action employer.** People of color, women, immigrants, people with disabilities, people of any sexual orientation or gender identity, and people with low-income backgrounds are encouraged to apply.



Clover Search Works is honored to be partnering with Casa Latina on the search for Co-Executive Directors to lead the organization into the future. Questions regarding these opportunities and the application process are welcomed and can be directed to Julie Edsforth, [julie@cloversearchworks.com](mailto:julie@cloversearchworks.com) | (206) 979-0514