



. . . .facilitating full Latino participation in the American political process

JOB ANNOUNCEMENT

Please post and circulate

Senior Director of Communications

The Organization

The National Association of Latino Elected and Appointed Officials (NALEO) Educational Fund was established in 1981 to promote the participation of Latinos in the nation's civic life. The NALEO Educational Fund carries out this mission by developing and implementing programs that promote the integration of Latinos into the American political system, providing assistance and training to the nation's Latino elected and appointed officials, and conducting research and policy analysis on political access issues.

The NALEO Educational Fund is a 501(c)(3) non-profit organization governed by a 15 member Board of Directors and a 25 member Board of Advisors. Both Boards are comprised of Members of Congress, and state and local elected officials. The NALEO Educational Fund Board of Directors also includes members of the private sector. Headquartered in Los Angeles, the NALEO Educational Fund maintains offices in Washington, D.C., Houston, and New York City. It employs about 45 full-time staff with an annual budget of \$7 million, and offers a competitive benefits package that includes generous vacation, sick leave, medical, dental, vision, and retirement coverage.

The Position

The Senior Director of Communications has lead responsibility for expanding the recognition and influence of the NALEO Educational Fund by developing and managing communications strategy, media relations, marketing communications (including all publications), social media, and online media tools in support of our mission and programs. The Senior Director of Communications works closely with the Executive Director and senior management in developing the organization's message and will manage a communications department charged with the increasing awareness of the organization among our constituency and external audiences. The Senior Director of Communications serves as a member of the senior management team and reports to the Executive Director. The position may be based in Los Angeles or Washington, DC and will involve travel. The salary is commensurate with experience.

Qualifications

- Must be a college graduate, advanced degree preferred;
- Experience using an organization's integrated work plan to: plan, coordinate, implement and evaluate media relations, organizational branding and communication strategies to meet organizational objectives;
- At least 5-7 years of communications and management experience at a senior level;
- Exceptional communication skills, including strong writing, editing, and public speaking abilities (writing samples will be required during the interview process) – Spanish fluency preferred;
- Demonstrated success in working in a highly collaborative environment. Ability to synthesize complex and interwoven communications needs into a coherent plan supported by internal guidelines and processes;
- Ability to manage multiple projects simultaneously and independently, while consistently meeting deadlines.
- Strong management and relationship-building skills; ability to motivate and engage people across multiple generations. Demonstrates character and integrity in working with team members, colleagues, vendors and partners;
- Knowledge of print and broadcast media, web 2.0 technology, and new media strategies;
- Working knowledge of MAC and PC. Familiarity with print, video and audio production preferred for supervision and coaching of staff and vendors;
- If a driver, must have a valid driver's license with proof of automobile insurance coverage;
- Ability to work respectfully with people from all cultural and socioeconomic backgrounds;
- Supportive of the mission and non-partisan philosophy of the NALEO Educational Fund.

PLEASE SEND COVER LETTER, RESUME, AND SALARY HISTORY TO:

Angela Weimer, Senior Director of Operations

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NALEO Educational Fund is an equal opportunity employer. Applications are evaluated on the basis of job qualifications and not race, sex, color, disability, national origin, religion, creed, age, marital status, sexual orientation, gender expression, citizenship or authorized alien status, or veteran status.