



NALEO Educational Fund *facilitating full Latino participation in the American political process*

JOB ANNOUNCEMENT

Please post and circulate

Director of Constituency Services

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 \$6 million, and offers a competitive benefits package that includes generous vacation, sick leave, medical, dental, vision, and retirement coverage.

The Program

Established in 1990, the NALEO Educational Fund's Constituency Services Department has provided governance training programs to thousands of Latino elected and appointed officials throughout the country. The programs are designed to increase their understanding of substantive policy issues and the skills associated with effective public service. The NALEO Educational Fund's Constituency Services Department provides this training through three major components: (1) regional and national NALEO Policy Institutes, (2) the NALEO Annual Conference, and (3) the biennial National Institute for Newly Elected Officials.

The Position

The Director of Constituency Services is responsible for the NALEO Educational Fund's governance training program serving the nation's Latino elected and appointed officials. The Director is responsible for the day-to-day management of the Department and will recruit, train, mentor, and supervise professional staff working in distinct portfolio areas; cultivate and manage departmental relations with foundation and corporate investors, including the management of grants and reporting requirements; represent the Department to key leaders and stakeholders; foster working relationships with national organizations and other policy partners in support of the Department's work; provide primary oversight of the NALEO Annual Conference program; and be responsible for maintaining high quality of department training programs and all work products. This position works in collaboration with and reports to the Senior Director of Programs and Communications. The salary is commensurate with experience.

Qualifications

- Must be a college graduate, advanced degree preferred;
- Work experience with an elected/appointed official, government agency, or equivalent required;
- Background in public policy, with a particular focus on issues affecting Latino community preferred;
- Excellent verbal and written communications skills, including presentation skills;
- Outstanding organizational, administrative, and management skills, including ability to interact with staff, media, elected and appointed officials, and foundation/corporate/business representatives;
- 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:

Erica Bernal-Martinez, Senior Director of Programs and Communications
NALEO Educational Fund ♦ 1122 W. Washington Blvd., 3rd Floor ♦ Los Angeles, CA 90015
Tel: (213) 747-7606 ♦ Fax: (213) 747-7664 ♦ E-Mail: ebernal@naleo.org

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.