



## Job Opening Announcement

Vice President of Innovation and Community Engagement

<b>Job Title</b>	Vice President of Innovation and Community Engagement			
<b>Reports To</b>	Chief Executive Officer	<b>FLSA Status</b>	<input type="checkbox"/> Non-Exempt	
			<input checked="" type="checkbox"/> Exempt	
<b>Shift/Hours</b>	9am – 5pm	<b>Classification</b>	<input checked="" type="checkbox"/> Full-Time	<input type="checkbox"/> Temp
			<input type="checkbox"/> Part-Time	<input type="checkbox"/> Intern
<b>Salary range</b>	\$130,000-\$170,000 annual salary			

**This position is based in Los Angeles, California with responsibilities across the state and nationally.**

### HOPE's Mission:

HOPE is a nonprofit, nonpartisan organization committed to ensuring political and economic parity for Latinas through leadership, advocacy, and education to benefit all communities and the status of women.

### HOPE's Work Environment:

The work environment is driven by a sense of purpose, urgency, and a commitment to making a positive impact in the lives of Latinas and community. HOPE requires individuals who thrive in a fast-paced setting, prioritizing the mission, can manage their workload effectively, and communicate effectively with their team.

HOPE values individuals who can self-regulate their work, set priorities effectively, and meet objectives without constant supervision and revised timelines. Team members are expected to take pride in their work, ask tons of questions, and address issues proactively. HOPE's team members reflect the value of humility and willingness to contribute to all levels within a team. All team members should be ready to take on any task, regardless of its perceived status or level of importance.

### Job Description:

HOPE is seeking an experienced and dynamic individual to fill the position of Vice President of Innovation and Community Engagement. The ideal candidate would have a government affairs, program, and business development background. They would lead a dedicated team responsible for engaging community stakeholders, advancing government affairs strategies, developing, and implementing a national and regional strategy, and start up a social enterprise leading to the growth of HOPE. They must be able to direct and manage cross-functional teams, meet tight deadlines, and enjoy fundraising. HOPE is a fast-paced work environment. This position will include traveling at least ¼ of the time.

## **Key Responsibilities:**

### Leadership and Team Management:

- Lead and inspire a team of four full-time staff and consultants to achieve organizational goals.
- Provide strategic direction, mentorship, and professional development opportunities for team members.

### Strategic Planning:

- Collaborate with the CEO and other senior leaders to execute HOPE's strategic plan, inclusive of overseeing national and regional expansion of HOPE's programs and creation of a social enterprise.
- Track success and monitor HOPE's four-year strategic plan in support of HOPE's CEO and board of directors' vision.

### 3. Stakeholder Engagement:

- Develop and implement targeted engagement strategies for sponsors, community leaders, elected officials, and HOPE alumnae.
- Build and maintain strong relationships with key stakeholders at the local, state, and federal levels.

### 4. Government Affairs and Policy Advocacy:

- Lead the development and execution of government affairs strategies that align with HOPE's mission and advances HOPE's legislative priorities.
- Implement a community mobilization strategy that engages HOPE's alumnae.

### 5. Statewide and National Expansion:

- Drive the expansion of HOPE's programs both regionally in California, and nationally and internationally (Bi-national Fellowship).
- Lead a cross-functional team made up of community engagement and programming staff to deliver HOPE's regional and national goals.

### 6. Fundraising and Social Enterprise:

- Work closely with the CEO and Director of Administration to align community engagement efforts with fundraising goals.
- Develop a social enterprise initiative to contribute to financial sustainability.
- Leading a co-functional team inclusive of communication and community engagement to achieve success.

### 7. Reporting and Collaboration:

- Provide regular progress reports to the CEO and collaborate with other departments to ensure alignment with overall organizational goals.
- Write, track and report funders updates and final reports.
- Develop and manage budgets.

### 8. Adaptability and Innovation:

- Stay informed about changes in political landscapes, community needs, and social trends to adapt strategies accordingly.

- Innovate and explore new opportunities for community engagement and program development.

Qualifications:

- Bachelor's degree in a relevant field (master's degree preferred).
- Proven experience in community engagement, government affairs, or related roles.
- Strong business and nonprofit finance background.
- Strong leadership, team management and experience in leading cross functional teams
- Excellent Communication and interpersonal skills.
- Demonstrated ability to build and maintain strategic partnerships.
- Knowledge of political players, landscapes and policies affecting the organization's mission.
- Experience with fundraising and social enterprise initiatives.
- Fluent Spanish Speaker is a plus.

### **Benefits & Compensation**

The salary range for this position is \$130,000 - \$170,000 annually. Please note, no one will be started at the top end of the salary range – that is an opportunity for growth. Pay will be commensurate with experience and qualifications.

The full compensation package for this position includes 100% Healthcare premium coverage for the employee. We also provide affordable dental options and 403b retirement benefits and generous employer match. HOPE offers 15 accrued vacation days, 8 sick days, 3 education or volunteer days, 3 mental health days, and 10 company holidays.

HOPE is implementing a hybrid work model. Three days working from home and two days (Wednesday and Thursday) working from the HOPE office in Downtown Los Angeles. Due to the administrative nature of the position the person must be able to accommodate additional days working from the office as needed.

### **Equal Employment Opportunity**

HOPE is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding, and related medical conditions), and sexual orientation.

### **Selection Process**

Interested candidates are invited to submit their resume and cover letter explaining their suitability for the position to Director of Administration, Johanna Bonillo – [jbonillo@latinas.org](mailto:jbonillo@latinas.org)

Application Deadline: January 20, 2024

HOPE will start interviewing once they receive qualified candidates resumes.