



**Colorado Latino Leadership, Advocacy & Research Organization
Leadership Opportunity**

VISION: A Colorado where Latinos are achieving their fullest potential.

MISSION: Amplifying the Latino voice in Colorado through research, leadership development, and policy advocacy.

About CLLARO:

Founded in 1964, Colorado Latino Leadership Advocacy & Research Organization (CLLARO) strives to connect Colorado Latinos with social, economic, and local policy resources in an effort to encourage this historically marginalized community to take charge of impacting their future. Armed with knowledge and empowered to take action, Latinos and other underserved communities in Colorado will be able to provide a safe, equitable future for generations to come.

In line with the vision of the original founders, CLLARO's ongoing mission is to empower Latinos through leadership development, advocacy, and research in order to address disparities in education, health, job readiness and social justice, with the belief that when Latinos are achieving their fullest potential, all of Colorado benefits.

The Position:

The CLLARO Board of Directors now seeks a committed, proven, collaborative Executive Director to lead the achievement of CLLARO's mission, vision and financial objectives. Reporting directly to the Board, the Executive Director is responsible for the overall leadership, management, and strategic planning of CLLARO.

Responsibilities:

- Provide organizational leadership to realize CLLARO's mission.
- Represent CLLARO as a visible and credible leader on issues that impact the Latina/o community.
- Communicate effectively with the Board of Directors, CLLARO staff, and the broader community.
- Coordinate the implementation of CLLARO's strategic plan statewide.
- Generate and implement fundraising strategies and activities including donor solicitations and grants coordination.
- Supervise and develop staff.



- Develop and oversee the budget and financials.
- Manage program implementation and research development.
- Oversee rapid response strategies on matters affecting the Latino/a community.
- Oversee communications, including the annual report, newsletter, press releases, media events, and website.
- Perform other duties as necessary to ensure the success of the organization.

Qualifications:

1. A demonstrated commitment to CLLARO's mission.

2. Organization Leadership

- At least five years of experience in management, leadership, and/or organization building; experience in developing and implementing a clear strategic vision and the tactical plans needed to achieve that vision.
- Demonstrated experience with project planning, program management, personnel and supervisory best practices.
- Excellent organizational skills; ability to establish systematic procedures to determine priorities for the accomplishment of CLLARO's goals and strategies.
- Ability to work effectively with a small, diverse and collaborative team.
- Skill in utilizing problem-solving strategies for organizational or community crises.
- Skills in evaluating and formulating recommendations for organizational operations, including managing costs and staff scheduling.
- College degree or equivalent experience; study in the fields of social science, public administration, public policy, business administration, organization development or nonprofit administration preferred.
- Knowledge of Microsoft Office Suite-Word, Excel, PowerPoint and Access and other software programs including QuickBooks.

3. Communications and Partnerships

- Excellent verbal, written, and interpersonal communication skills, and the ability to work well with diverse stakeholders, including donors, volunteers, organizational partners, Board members, policy makers, members of the media, community members and other stakeholders.
- Experience building strategic alliances with community leaders at multiple levels.
- Bilingual in English/Spanish strongly preferred.



4. Revenue Generation

- Track record of philanthropic fundraising and proven ability to build long-term relationships with donors; enthusiasm about telling CLLARO's story to cultivate and steward supporters.
- Knowledge of financial, budget and audit reports.

5. Familiarity with Issues Affecting the Latino/a Community

- Knowledge of how to develop effective public policy and demonstrated expertise on public policy issues impacting the Latino/a community including but not limited to: economic development and housing, education, health and human services, immigration and voting rights.

Qualified candidates will be willing to live in the Denver Metro area, work evenings and weekends, as needed, and travel throughout the state.

Compensation and Benefits

Salary is competitive and commensurate with qualifications. Compensation includes health benefits and paid annual vacation.

How to Apply

Qualified candidates are encouraged to apply by sending a cover letter, resume, and salary requirements by March 12, 2017 to Alfonso Trujillo at Chair@claro.org. All applications are to be submitted electronically, and will be reviewed on a rolling basis. To learn more about CLLARO and this leadership position, please visit our website at www.clarocolorado.org.

CLLARO is an equal opportunity employer that values workplace diversity and strives to be an inclusive organization. CLLARO takes affirmative action to ensure that discrimination does not occur against any employee or application based on race, creed, color, ethnicity, national origin, ancestry, religion, sex, sexual orientation, gender expression, age, physical or mental ability, veteran status, military obligations, marital status or any other applicable status protected by federal, state or local law.