



Position Title: 805UndocuFund Executive Director

Report to: 805UndocuFund Board of Directors

Starting Salary: \$60,000

Benefits: Medial, Dental and Vision Insurance, Vacation (2 weeks/year), Sick Time

The 805UndocuFund is a partnership among Santa Barbara County based grassroots organizations that have a solid reputation, strong track record, and are known to and trusted by many undocumented residents: Future Leaders of America (FLA), Mixteco/Indigenous Community Organizing Project (MICOP), and Central Coast Alliance United for a Sustainable Economy (CAUSE). The McCune Foundation is providing leadership support, and the Ventura County Community Foundation is providing fundraising and fund administrative support. Since its creation in 2018, the 805UndocuFund has distributed over \$5.3 million dollars to 4,429 households.

805UNDOCUFUND MISSION

The 805UndocuFund is a collective effort to ensure that undocumented families impacted by disasters have the support and resources necessary to recover and rebuild their lives. The 805Undocufund reopened again in 2020 and widened the scope of our mission to assist families impacted by the outbreak of the COVID-19.

POSITION OVERVIEW

The Executive Director reports directly to the Board of Directors and will be responsible for overseeing the administration, development, programs, strategic plan and financial health of the 805UndocuFund. The Board is aware of its responsibility to support the Executive Director while focused on its primary duty to uphold the core mission and values of the organization. To this end, the Board expects complete transparency on financial operations, key decisions, planning, hires / terminations, etc. The Executive Director will be responsible for serving as the spokesperson of the Foundation; leading and inspiring a team of co-leaders devoted to serving the community, and to foster a community-honoring organization that exemplifies transparency, integrity and accountability. The selected candidate will work closely with the Ventura County Community Foundation to raise distribution dollars, cultivate relationships and fundraising opportunities with key business, civic, and church leaders, as well as donors, foundations, and other major supporters. The successful candidate will provide leadership, implementation and oversight of the 805UndocuFund financial assistance programs. The individual selected will also establish a vision for the reach and impact of the 805UndocuFund in the Central Coast.

ESSENTIAL DUTIES & RESPONSIBILITIES

Reach

- Establish strategic and tactical plans for the implementation of the 805UndocuFund outreach into the local community.
- Communicate vision and direction to the staff, volunteers, clients, and donors.
- Coordinate staff alignment, working together toward common goals.
- Interact and network with community, church, agency and educational leaders to affect positive joint outcomes.
- Work closely with local media to communicate the 805UndocuFund mission and vision throughout the region.

Community Support

- Develop and maintain community support through volunteerism, donor relations, and partnerships.
- Prioritize efforts for major donor development.
- Collaborate with the Ventura County Community Foundation in strategy for encouraging donor partnerships at all levels.

- Build relationships with local government and community agencies.
- Write grants and grant reports
- Organize and facilitate board meetings
- Fine-tune and implement systems and protocols for disbursement of funds

Personnel

- Maintain a high-level of integrity, camaraderie, and professional relationships with staff.
- Conduct performance evaluations with staff to provide feedback on strengths and development needs.
- Involved in recruiting and selecting all staff positions for 805UndocuFund

Budgeting/Finance

- Develop an annual plan and budget, make adjustments as needed and monitor throughout the year.
- Approve and manage expenses relative to budget.
- Manage all financial matters in accordance with 805UndocuFund policies and financial standards.

JOB REQUIREMENTS/QUALIFICATIONS

- Bachelor's Degree or equivalent level of experience is preferred
- At least 4 years' experience in nonprofit management, especially for services targeting the immigrant community. Fundraising experience desired.
- Strong bilingual skills in both English and Spanish
- Experience supervising staff, implementing community programs, managing grants, and working with Board members, donors, and community leaders.
- Cultural awareness competency (first generation, Latino/a, Immigrant)
- Proven commitment to social justice (i.e., immigration, environmental, anti-racism, LGBTQ+)
- Experience with and desire to work with diverse cultures and the ability to engage people from a variety of backgrounds
- Strong written and verbal skills including large group presentations and public speaking
- Tech savvy – has skills beyond basic computer literacy
- Able to work independently and as part of a team
- Able to set own work priorities, manage responsibilities and time
- Be a strategic thinker and consistently exhibit the ability to think through a variety of approaches to an issue and forecast possible and realistic results
- Setting and achieving an annual grassroots fundraising goal
- Sense of humor, creative thinker and a risk-taker

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

OTHER REQUIREMENTS

Valid driver's license with insurance and dependable access to a car to drive for work.

REPORTS TO: 805UndocuFund Board

STATUS: FULL TIME, EXEMPT

COMPENSATION: A competitive salary is commensurate with experience. Excellent benefits including four weeks paid vacation in addition to 12 office holidays; medical, vision and dental insurance for staff members, their dependents and spouse or domestic partners.

To apply, please submit a resume, cover letter, and references to change to Genevieve Flores-Haros at 805UndocuFund@futureleadersnow.org subject: 805UndocuFund Executive Director.

