



Chicano Latino Youth Leadership Project, Inc.
Executive Director Job Description
May 2023

Organizational Overview

The mission of the Chicano Latino Youth Leadership Project (CLYLP) is to enhance and further develop the leadership potential of California's youth as they prepare to become the future leaders of our state and nation. CLYLP seeks to fulfill its mission by accomplishing the following objectives:

- Strengthening students' knowledge of state and local politics;
- Emphasizing the importance of cultural and family values;
- Inspiring students to realize their academic and professional potential through individual and group interaction with business, community, and political leaders; and
- Encouraging students to continue their education by attending college and providing them with the information they need to ensure success at the postsecondary level.

Vision and Impact

CLYLP has invested in and produced leaders benefiting California and the United States for over four decades. CLYLP has built a bench of Chicano and Latino leaders who have impacted every sector to intergenerationally advance the well-being of Chicano and Latino communities. Over 7,000 students have benefited from CLYLP's high school and alumni programs. CLYLP is evolving and maturing, and has grown tremendously during this time from the start as a small team in 1983 to the now vast network across the state with hundreds of volunteers who have kept the mission alive. CLYLP is located across multiple regions in California, and through a recent \$1M investment by the State of California, is scaling its reach to those experiencing the most inequities and population growth, such as rural communities like the Inland Empire. This era marks an important time for CLYLP and with a new Executive Director, this will expand CLYLP's reach and impact, through increased alumni and community engagement, and resource development. CLYLP is in a healthy financial position and committed to building a sustainable organizational model with nationally recognized and replicable youth programs for BIPOC communities.

CLYLP leads the following core programs:

1. High School Programs
 - a. Regional summer institutes (3 day programs + family engagement)
 - i. Bay Area (UC Berkeley), 50 youth participants
 - ii. Central Valley (Fresno), 50 youth participants
 - iii. Los Angeles (UCLA), 50 youth participants
 - iv. Inland Empire (campus TBD), 50 youth participants *launching in 2024
 - b. Statewide Leadership Conference (8 day conference at CSU Sacramento)
2. Alumni Programs (year round fellowships, internships and scholarship programs)



Position Summary

The Executive Director of the *Chicano Latino Youth Leadership Project* will provide visionary leadership to a trusted volunteer-led statewide organization that has provided premier youth leadership development programs and opportunities throughout California for over four decades. The Executive Director will have passion and unwavering commitment for the mission of CLYLP, its volunteer members, students and communities, honor the unique history of youth advocacy, leadership development, and academic and professional excellence; guide the strategic direction of CLYLP; and build the internal operational infrastructure and external visibility to ensure organizational and program growth and sustainability.

Staffing Model

CLYLP has had a unique staffing model whereby all of the youth programs are led by student, community and volunteer leaders within specific regions and across the State of California. The internal backbone functions of the organization are currently administered by the board of directors. With the continued growth of CLYLP, the Executive Director will be expected to work alongside the board, community, partners and volunteers to envision and build a long term, sustainable organizational staffing model.

Reporting Relationship

The Executive Director reports to the Executive Committee and President of the Board of Directors.

Roles and Responsibilities

- **Organizational vision and culture** - *In their first three years, the ED will co-create a strategic plan alongside the board of directors and community, develop core values and a theory of change as guiding principles with the goal to strengthen the organizational culture and community impact.*
- **Board engagement** - *The ED will maintain consistent and strategic collaboration with the board of directors, report to the executive committee and President of the board, attend all regular board meetings and board committee meetings, and provide board education and training.*
- **Program strategy and evaluation** - *The ED will develop a strategy to increase the reach and impact of the programs to include strengthening the program design, structure and resources, and develop meaningful metrics to assess and evaluate the effectiveness of the program models.*
- **Financial stewardship** - *The ED will ensure the fiscal health and sustainability of CLYLP, assist the board treasurer in developing and monitoring the annual budget, support with finance administration for programming, and align the budget with established organizational priorities.*
- **Organizational operations** - *The ED will build a solid infrastructure with HR and Finance systems, policies and practices, develop an organizational employee handbook and develop a sustainable staffing model aligned with the strategic plan, including filling key staff positions and functions.*



- **Fundraising, communications and growth strategy** - *The ED will create a development and communications strategy to secure long term funding for the organization. They will lead and support the cultivation of diverse funder relationships at all levels to include individual donors, foundations, and government grants, and establish new funder relationships. They will ensure compliance of grant requirements and submit reports in a timely manner. They will be an ambassador for the organization and raise the visibility of CLYLP to increase its reach and impact.*
- **Partnership development** - *The ED will collaborate with schools, business, community organizations, government, funders and all volunteers leading the highschool and alumni programs. They will expand the network of CLYLP and establish new community partnerships.*
- **Volunteer leadership development** - *The ED will invest time and resources in the development of volunteer program leaders by providing coaching, strategic support and thought leadership.*

Desired Qualities, Values and Leadership Approach

- Agile, holistic and adaptive leadership approach
- Committed to diversity, equity, inclusion and justice
- Committed to family and community engagement
- Care in collaboration, consensus and shared leadership
- Responsive, results oriented, data driven and resourceful
- Sound and strategic in decision making and managing expectations
- Can balance multiple priorities with the ability to delegate as needed
- Lived experience with a background that will contribute to uplifting the diverse experiences of Chicano and Latino youth, families, and communities

Preferred Knowledge, Experience and Credentials

- 6+ years experience working in a leadership or nonprofit management role
- Experience leading, building and inspiring a large team of skilled and passionate leaders
- Excellent communication, organizational and public relations skills and experience
- Experience in civic engagement, policy and advocacy with strong political acumen
- Experience with youth development programming
- Experience with fundraising and resource development
- Knowledge of State of California and IRS nonprofit rules and regulations
- Knowledge of legal implications of working with children and youth
- Bachelor's degree required; graduate level degree is preferred

Residency, Work Setting and Travel Requirements

- Must reside in California, preferably in the following areas or regions:



- Bay Area, LA, Sacramento, Central Valley or Inland Empire
- Ability to work in a hybrid work setting:
 - Office will be virtual; in person engagement for programs and summer institutes
- Expected to travel locally and statewide, estimated to be approximately 25-30% of the role depending upon where the ED is based. Travel will be for site visits, org and partner meetings
- Required to travel extensively June-August for summer institutes and conferences in California

**Travel requirements will be assessed on an ongoing basis to determine emerging organizational needs.*

Salary and Benefits

The annual salary range is \$105,000 – \$125,000, commensurate with experience.

A comprehensive and generous benefits package will include: 100% employer paid medical, dental and vision insurance for employee and their family, 6 weeks of paid time off annually, 3 weeks of health leave annually, eligible for pre-tax transportation, \$300 remote work stipend monthly, \$4,000 in professional development annually, and 12 weeks of paid family and medical leave after 90 days of employment.

Hiring Statement and Commitment to Equity

CLYLP is an equal opportunity employer and is committed to recruiting a broad and diverse pool of qualified candidates for this position. CLYLP does not discriminate on the basis of race, ethnicity, age, religion, gender identity nor sexual orientation. CLYLP is committed to a healthy, inclusive and respectful organizational culture. CLYLP strongly encourages applications from persons of color, women, LGBTQIA+, persons living with disabilities, and persons from all underrepresented groups whose background contributes to uplifting the diverse experiences of Chicano and Latino youth, families, and communities.

HOW TO APPLY

Interested candidates can apply via email by submitting your credentials to careers@clylp.org. Please include a cover letter, résumé/CV, and a list of three professional references. **Priority deadline to apply is June 22, 2023.** However, applications will be accepted until the position is filled. In your cover letter, please explain how your values, experience and background have prepared you for this leadership role and equipped you to successfully fulfill the core roles and responsibilities outlined in this job posting.