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VOZ CO-EXECUTIVE DIRECTORS JOB ANNOUNCEMENT

Our Mission:

Founded in the year 2000, Voz Workers' Rights Education Project is a worker-led organization that empowers diverse day laborers and immigrants to improve their working conditions and protect civil rights through leadership development, organizing, education and economic opportunity. Voz has an annual budget of \$1 million and at full capacity, we have 14 staff members.

Co-Executive Director Positions:

Voz seeks two passionate and committed social justice advocates with a strong background in organizational leadership to serve as Co-Executive Directors. Together, the Directors are Voz's primary leadership responsible for advancing the organization's mission and long-term strategic vision. The Co-Executive Directors will lead a dedicated team of organizers and workers' rights advocates to realize a vision of a worker-led movement that protects worker rights and fully engages day laborers as leaders in our community. The Co-Executive Directors will share organizational leadership and will hold distinct programmatic responsibilities.

The Opportunity:

There is so much great opportunity to take Voz and worker-led organizing to a new level in Oregon! Reporting to the Board of Directors, the Co-Executive Directors will have overall strategic and operational responsibility for Voz's staff, programs, expansion, and execution of its mission.

The Co-Executive Directors exemplify thoughtful leadership and management acumen that will develop a deep knowledge of the day laborer community, programs, operations, and the organization's strategic plan by working collaboratively together and within the organization, as well as with our partners and coalitions.

Co-Executive Director Focus Areas and Responsibilities (particular duties to be delineated based on strengths of each Co-Executive Director and with their input.)

Programmatic:

- Evaluates and ensures there is high-quality, relevant programming for day laborers and domestic workers;
- Leads strategic planning process;
- Manages lease agreements and/or Capital Campaign.

Fundraising:

- Creates, maintains, manages, and sustains relationships with funders, donors, elected officials, partner organizations, coalitions, and media;
- Shares development/fundraising responsibilities with the other Co-ED, such as creating and implementing development plans and attending regular Development Team meetings;
- Shares finance responsibilities and plays an active role in the annual budget process;
- Active involvement in our Annual Dinner event and end of year appeals.

Team-Building & Management:

- Works closely with the Day Laborer Leadership Committee;
- Works closely with the Board of Directors;
- Supervises staff (mainly program directors);
- Shares responsibility with Co-ED to ensure there is ongoing staff development and organization development and culture improvement;
- Maintains union-management relations and negotiates and works with the labor union that represents Voz staff;
- Manages HR functions and compliance, including recruiting and hiring, orientation, onboarding, performance reviews, reviews Voz policies, and collaborates to address and resolve employee concerns;
- Leads conflict mediation and resolution and transformative justice processes amongst staff.

Qualifications & Requirements:

- Bilingual in English and Spanish with the ability to communicate effectively both orally and in writing and has a commitment to language justice;
- Shared life experience and cultural competency with our members and demonstrates experience in worker and/or immigrant justice movements, and knowledge of issues affecting day laborers, domestic workers or low-wage workers;
- Fosters teamwork and embodies a collaborative leadership style that engages different stakeholders before making decisions;
- Experience with movement-building work and understands base-building, leadership development, political education, and community organizing as

strategies for change and centers the voice and leadership of those most marginalized and excluded;

- 2+ years of experience in development and/or financial management;
- 2+ years of senior management experience; track record of effectively leading an outcomes-based organization and staff;
- Past success working with a Board of Directors with the ability to cultivate existing board member relationships;
- Excellence in organizational management with the ability to coach staff, manage, and develop high-performance teams, set and achieve strategic objectives, and manage a budget;
- Demonstrated experience working with community members, funders, partner organizations, staff, city and state government;
- Strong marketing, public relations, and fundraising experience with the ability to engage a wide range of stakeholders and cultures in English and Spanish;
- Courageous and proactive leadership, ability to adapt to a dynamic work environment and create a culture of wellness and care;
- Humility and emotional intelligence: The capacity for self-insight and learning/growth, the resiliency to navigate complex situations, and the ability to build strong and lasting relationships with colleagues, members, allies, etc.;
- Training and/or experience with conflict mediation, nonviolent communication, and/or transformative justice processes;
- Possesses excellent attention to detail, good organizational skills, and ability to prioritize multiple tasks;
- Experience working with BIPOC communities and people undergoing trauma or crisis. (For example, mental health issues, addictions, housing instability, discrimination, social barriers, extreme marginalization and poverty, etc.)
- Strong written and verbal communication skills; a persuasive and passionate communicator with excellent interpersonal and multidisciplinary project skills;
- Occasional work on evenings and weekends;
- Ability to travel as needed for meetings, conferences, and events.
- Experience in working within the context of a Union and being part of a bargaining team (preferred, not required);
- Experience working in a capital campaign (preferred, not required).

Salary and benefits:

- \$70,000-\$80,000 DOE;
- 100% Health/Dental Coverage;
- Access to Employee Assistance Program;
- 3 weeks paid vacation (starting);

- 60 hours of sick time per year;
- 6 weeks paid family leave;
- Financial support for the use of personal telephone, and mileage / transportation reimbursement;
- A staff development budget for training, coaching or other education/support.

Application instructions:

Format & Deadline: Please submit applications as a single PDF to

hiringcommittee@portlandvoz.org and include "Co-Executive Director Application" in the subject line.

Applications will be reviewed on a rolling basis, until filled.

What to Include: Applications should be submitted via email as a single PDF and should include

the following components in this order:

1) A cover letter that addresses:

- What do you believe you would bring to Voz's co-executive director role and shared leadership model? (Considering your strengths, experiences, and interests.)
- Voz is driven by the principle and vision that our organization can be worker-led. How do you see your role as an organizational leader in this context?

2) A resumé.

3) A list of three references that includes names, affiliation, email addresses and phone numbers (References will not be checked until the finalist stage and candidates will be given an opportunity to notify their references in advance.)