



## **ASSOCIATE DIRECTOR JOB ANNOUNCEMENT**

**Los Angeles, CA**

The California Immigrant Policy Center (CIPC) is a non-partisan, non-profit statewide organization founded in response to the 1996 passage of federal immigrant and welfare laws that profoundly affected immigrants. CIPC helps to develop and support pro-immigrant public policy that aims at improving the quality of life for all Californians. CIPC also provides technical assistance, training and education on immigrant issues. Asian Americans Advancing Justice | Los Angeles (Advancing Justice | LA), fiscally sponsors CIPC. Over the next 12 to 18 months, CIPC will be laying the groundwork for its transition into an independent nonprofit with its own 501(c)(3) status. We are seeking a qualified, diligent, and creative Associate Director based in Los Angeles who can help lead the organization through this critical transition.

### **Job Description**

Reporting to the Executive Director, the Associate Director will play a critical role as CIPC continues to enhance its quality advocacy and build capacity. The position will be responsible for enhancing the internal organization processes and infrastructure that will allow CIPC to effectively fulfill its mission and implement its strategic plan. This is a tremendous opportunity for a flexible development and operations leader, with integrity and credibility to maximize and strengthen the internal capacity of an organization with offices in Los Angeles, Sacramento and Oakland.

### **Responsibilities**

#### *Development*

- Work with the Executive Director (ED) and the Development Coordinator in implementing CIPC's development/fundraising strategy, including maintaining existing foundation funding, identifying and securing new funders, and overseeing CIPC's first-ever individual donor development strategy.

### *Operations*

Working with the Executive Director, manage and oversee CIPC's financial and administrative functions, including:

- Research and develop financial and human resource (HR) systems for the organization as it transitions out of fiscal sponsorship. This includes overseeing HR, or working with an outside HR vendor.
- Coordinate with the fiscal sponsor for smooth transition of information and budgeting.
- Supervise the preparation, execution, and monitoring of annual operating budget of over \$1.5 million in conjunction with the ED.
- Ensure administrative and operational management, effective program planning and evaluation, and strong coordination of various departments within the organization.
- Ensure the organization meets its regular programmatic goals and is effectively communicating its progress to stakeholders.
- Serve a critical role in the small senior management team responsible for ensuring the advancement of the organization's mission.
- Work with the ED in implementing the organization's strategic plan.
- Oversee business policies and accounting practices.
- Oversee reporting and monitoring of organizational performance metrics.
- Provide overall financial oversight, reporting and monitoring.
- Work closely with program managers to ensure accurate budget planning and fidelity.
- Develop and maintain protocols and procedures that enhance organization efficiency, communication, and transparency, and support strong morale among our team members.
- Management of CIPC regional offices and supporting remote staff, as well as lease negotiation.
- Develop and execute special projects.

### **Qualifications**

- Minimum education or equivalent experience: Bachelor's degree in business, accounting, finance, or related discipline. MA, MBA/Accounting or MPA is an advantage.
- Minimum experience: five to seven years of increasing responsibility in an organization, preferably a not-for-profit.
- Proficiency in QuickBooks, Excel, and Word.
- Excellent writing and presentation skills.
- Experience with supervising administrative staff or accountant or accounting contractor and consultants.
- Understanding of fund accounting and non-profit organizations' financial planning concerns and challenges.
- Experience with budget planning and fund development.
- Ability to present information effectively and clearly.
- Ability to work effectively with the management team and ensure that senior staff

- understand their financial and budgetary responsibilities
- Human Resources experience in the areas of compensation, benefits, staffing, organizational development, and employee relations.
  - Practical knowledge of California employment law.
  - Experience working in deadline-driven environments, and proven ability to meet deadlines.
  - Demonstrated ability to work as part of a team and with people from a variety of different racial, ethnic, socioeconomic, educational, religious, sexual, gender, and generational backgrounds. Comfortable operating in a fast paced and diverse community environment.

#### PREFERRED QUALIFICATIONS:

Knowledge of immigrant issues and/or experience working with immigrant communities.

Demonstrated commitment to social justice and immigrant rights.

Technologically savvy with experience selecting hardware and software.

#### *Compensation & Benefits*

Salary commensurate with experience. Asian Americans Advancing Justice | Los Angeles (Advancing Justice | LA) will act as fiscal agent for CIPC and the Associate Director will be an employee of Advancing Justice | LA. Advancing Justice | LA provides a comprehensive benefits package to its employees, including paid medical, dental, and vision insurance, retirement contributions and parking access.

#### *Application Information*

Position is open immediately until filled. Please send a cover letter, resume, and three references via e-mail to Associate Director Search: [assocdirector@caimmigrant.org](mailto:assocdirector@caimmigrant.org). Only shortlisted candidates will be contacted. No phone calls please.

Advancing Justice | LA is an equal opportunity employer; people of color and individuals from diverse backgrounds are encouraged to apply. Advancing Justice | LA does not discriminate on the basis of race, color, national origin, ethnic background, religion, sex, sexual orientation, age, or disability.