



# Latino Coalition for a Healthy California

Position: Executive Director

**Title:** Executive Director

**Status:** Exempt

**Salary:** Competitive

**Benefits:** excellent health, dental, vision and retirement benefits

**Schedule:** Full-Time

**Reports to:** Advisory Board of Directors

**Location:** Sacramento

## Organization

The Latino Coalition for a Healthy California (LCHC) – the only statewide organization with a specific emphasis on Latino health – was founded in 1992 by health care providers, consumers and advocates to address Latino public policy and advocacy; community education and research. These functions relate to LCHC's three key strategic areas: access to health care, prevention, and community health.

## Position Summary

The Executive Director serves as the head and most visible advocate of the leading organization in the state for addressing health concerns of the Latino community through public policy and advocacy. The Executive Director oversees the development and implementation of LCHC's operational and policy strategic plan and serves as its chief fundraiser. Specifically, s/he is responsible for financial management and reporting, fundraising, program development and implementation, public policy and advocacy, managing staff and board development, and communications.

## Responsibilities

### Leadership

- Provide leadership and vision to statewide Latino health organizations
  - Represent LCHC to policy makers, opinion leaders, funders, the media and other stakeholders
  - Work with Board of Directors to develop and implement a strategic plan
  - Identify opportunities for collaboration with other organizations

### Fund Development and Finance Management

- Develop an annual budget and adopt controls to stay within budget
  - Oversee accounts payables and receivables, monthly financial reconciliations, tracking expenses to grants, etc.
- Sustain and grow the organization's funding base as the chief fundraiser
  - Identify opportunities for funding and contracts
  - Develop relationships with funders
  - Oversee Board's Development Committee
  - Author grant proposals and coordinate staff input
  - Finalize progress reports
  - Oversee dues-paying membership

### Organizational Development

- Oversee the development and implementation of an operational plan
  - Oversee the Regional Networks implementation
  - Support Latino Health Alliance activities
- Recruit, hire, train, support, evaluate, and supervise staff, consultants and volunteers

### Policy Advocacy

- Develop legislative, administrative and communications strategies to protect and improve Latino health in coalition with other advocacy organizations
  - Support staff and consult with Board in developing strategy
  - Meet with State decision makers, stakeholders and opinion leaders
  - Seek leadership positions for LCHC in variety of statewide bodies

### Board Development

- Provide support to the Board of Directors and its committees



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## **Qualifications**

- Bachelor's Degree in a related field is required. Master's or Professional Degree preferred.
- 5-10 years experience or knowledge of public policy and advocacy in the health care arena
- Advanced degree in healthy policy, public policy or administration, or health law
- Proven financial management and fundraising skills
- Experience in policy and advocacy
- Minimum of seven years work experience
- Proven leadership skills
- Superior oral and written communication skills, preferably in both English and Spanish
- Superior strategic thinking and planning skills
- High standard of ethics and integrity

## **Physical Requirements**

- Sitting, walking, and listening for up to 5-6 hours per day
- Computer keyboarding an average of 5 hours per day
- Ability to lift up to 15 lbs.
- Some travel required; ability to drive between various locations on a regular basis

## **Compensation**

LCHC offers a generous benefits package including employer paid medical, dental and vision coverage, 403(b) retirement plan with employer match, 11 paid holidays, and 12 days of personal time per year.

## **Equal Opportunity Employer**

The Latino Coalition for a Healthy California, a project of the Tides Center, is an equal opportunity employer. We strongly encourage and seek applications from women, people of color, including bilingual and bicultural individuals, as well as members of the Lesbian, Gay, Bisexual and Transgender communities. Applicants shall not be discriminated against because of race, religion, sex, national origin, ethnicity, age, disability, political affiliation, sexual orientation, gender identity, color, marital status, medical condition (cancer-related) or the conditions Acquired Immune Deficiency Syndrome (AIDS) and AIDS Related Conditions (ARC). Reasonable accommodation will be made so that qualified disabled applicants may participate in the application process. Please advise in writing of special needs at the time of application.

## **How to Apply**

Interested candidates, please e-mail your resume and cover letter to: [lchc@lchc.org](mailto:lchc@lchc.org). For further information contact: Diana Garza, Office Manager at (916) 448-3234 or [dgarza@lchc.org](mailto:dgarza@lchc.org)

**Deadline: Open Until Filled**