



JOB DESCRIPTION

Job Title:	Economic Advancement Manager
Department:	Programs
Reports to (Job Title):	Director of Programs
Location:	Sonoma CA
Date Approved:	July, 2022

<input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	<input checked="" type="checkbox"/> Regular <input type="checkbox"/> Temporary	<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt
--	--	--

SUMMARY DESCRIPTION

The La Luz Center Economic Advancement (E.A.) Manager position is designed for a socially conscious, solution driven individual who is **interested in building up community and leading with social impact at its core as well as increasing the social capital and economic empowerment of Sonoma Valley**. The E.A. Manager will work towards meeting the goals set forth by our Strategic Plan for the Economic Advancement program areas.

The person in this position performs managerial operations that ensure a broad range of services & classes are offered directly and in collaboration with partners, strategies to meet community needs. This role is part of the organization's senior team and a core part in implementing La Luz Center's mission as well as establishing a healthy work environment.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Responsible for planning, structuring, implementing, integrating and evaluating La Luz Center's Economic Advancement programs with the goal of building a stronger middle class.
- Leads, strengthens, and secures essential partnerships that bolster the effect of Economic Advancement programs with a variety of stakeholders, including public agencies, community-based organizations, businesses, contractors and community leaders. This role is key in establishing & maintaining La Luz Center as a key contributor to Sonoma Valley's economic development.
- Leads and directly supervises the Economic Advancement team with authentic passion by recruiting, training, and developing team to ensure a highly skilled, motivated, and effective team.

- Actively participates in the grant development process by providing accurate information and community needs in order to increase the resources needed and authentically address community needs.
- Will work with the Director of Programs to successfully complete grant reporting for their program areas.
- Will support and actively contribute to Development efforts by maintaining communication of needs with development team; participate in fundraising activities/events that engage donors & funders; continuously share programmatic needs
- Is financially responsible for La Luz Center's Economic Advancement programs by providing budget oversight, monthly budget monitoring, accurate tracking of invoices, and provides input in developing program budgets.
- Seeks out opportunities to convene and attend local, county, & global meetings, conferences and events to promote La Luz Center's work, unique economic impact approach and history.
- Seeks out opportunities for growth and continued skill building around community development, economic development, and effective strategy implementation.
- Ensures internal communications with development, finance, facilities and leadership staff are consistently and effectively managed.
- Plays a key role in modeling and establishing La Luz Center's work environment as a safe, respectful, professional, and fun one.
- Other functions as assigned.

SKILL SETS

- Deep understanding of community development, building and engagement.
- Leads by example and adapts to the non-profit environment with ability to establish direction, obtain commitment, and execute plans.
- Bilingual/Bicultural, Spanish/English, verbal and written communication skills.
- Excellent interpersonal, communication, supervisory, and management skills.
- Building positive relations with racially, linguistically and socioeconomically diverse populations.
- Strong relationship management skills; ability to effectively present to and interface with all levels of team members, Board of Directors, and external agencies, schools, business, and community.
- Commitment to excellence and high standards, including integrity and ethics.
- Computer capabilities and data processing applications. Knowledge of Salesforce is a strong plus.

EDUCATION, EXPERIENCE & COMPENSATION

- Bachelor's degree in Social Science, Sociology, Education, or comparable. MA in Public Health, Social Services, or Social Work preferred.
- Minimum of four years' experience in a progressively responsible position in program management, managing multiple programs and teams for non-profit organizations.
- Experience in supporting and guiding business BIPOC entrepreneurs and BIPOC-owned small businesses and connecting them to other relevant service providers.
- Valid California driver's license.
- Salary DOE. La Luz offers excellent medical, dental and vision benefits. Generous vacation, sick and personal days and an organization sponsored 403(b) plan.

To apply:

Please send a resume and a cover letter detailing your interest and fit for the position to jobs@laluzcenter.org. Make sure to mention the position you are applying for in the subject line of your email. Position open until filled. Applications will be reviewed on a rolling basis. No phone calls please.

This job description does not imply that these are the only duties in this position. Employee(s) will be required to follow other job-related instructions and duties requested by the Executive Director. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

La Luz is an equal opportunity employer and does not discriminate on the basis of gender, race, sexual orientation, abilities.