



Executive Director or Co-Directors

Job Announcement

March 2022

Application deadline: May 9th, 2022 Applications will be accepted on a rolling basis beginning on March 15, 2022.

Submit to: C4D Hiring Committee, jobs@ct4adream.org

Connecticut Students for a Dream (C4D) is a statewide, youth-led organization fighting for the rights of undocumented youth and their families. Whether we're organizing in the streets, clearing pathways to education and fighting for education equity, stopping deportations, running advocacy campaigns to win legislation, or creating alliances across social movements, C4D puts undocumented immigrant youth at the forefront. C4D is a fast-paced, dynamic organization that has become a leading voice in social change in Connecticut. We are driven by the priorities and needs of our members and community, have trained hundreds of individuals, and have worked with and supported countless local youth organizing groups and campaigns. Over the past two years C4D has proudly grown staff size to 11 people, making it our largest staff yet. We are seeking collaborative and visionary leadership to help carry forward and build upon an organization with a solid membership of youth leaders, a strong history of organizing wins, and a committed, engaged board.

Position Summary

C4D is seeking a dedicated and passionate Executive Director, or Co-Directors, committed to building power with and for young people of color while centering experiences of undocumented youth. Applicants can either apply individually as a Director or a team of two may apply together to be Co-Directors. Reporting to the C4D Board of Directors, the Executive Director or Co-Directors will work with our current leadership to bring overall strategic and operational capacity to support C4D's staff, programs, partnerships, and execution of its mission. The ideal candidate or candidates will possess strong leadership qualities in the areas of community organizing, strategic communications, staff management and fundraising. The Director/Co-Directors will be responsible for these primary areas of work: Leadership and staff management, board coordination, development and fundraising, financial and fiscal oversight management, and cultivation and support of external partnerships and campaigns. A solo candidate applying for the Director position will have the budget to hire additional staff to provide support for these areas of work.

The current Co-Directors, Camila Bortolletto and Anghy Idrovo, have powerfully led C4D since March 2020. For more on their transition, you can read their transition letter [here](#) and the Board transition letter [here](#).

Responsibilities:

Development of C4D's mission and vision:

- Provide analysis of external political conditions, opportunities, and threats towards the articulation of clear and concise vision and purpose;
- Provide visionary leadership and work with C4D's leadership to build consensus towards collective action and achieving movement-building objectives and broad political priorities.
- Drive forward vision and mission of organization in collaboration with C4D's staff and members to ensure that agreed-upon organizational goals and priorities are met;

Leadership & Staff Management

- Manage the overall staff structure, methods of internal communication and coordination (e.g. setting staff meetings, 1-on-1 meetings, staff retreat and orientation sessions), and accountability systems (e.g. performance review);
- Supervise managing staff, as well as key program staff and consultants;
- Provide guidance and oversight in hiring, review and (where necessary termination) of staff to carry out central functions of the organization;
- Provide oversight of staff development of key skills and knowledge needed to effectively run the organization and engage in external responsibilities.

Alliance & Movement-Building

- Promote C4D's visibility and mission through alliance-building and general relationship building;
- Establish & maintain key relationships with local organizations, movement building partners and alliances leading work on the ground; to advance C4D's vision and ensure C4D's voice contributes to cross-movement building strategy;
- Operate from a perspective that deeply values and understands the intersectionality in our immigrant community and that seeks to prioritize justice for BIPOC communities, LGBTQ communities and those impacted by criminal and immigrant systems;
- Support and develop opportunities for strategic engagement for C4D members based on an understanding of the local, state, and national political landscape;
- Serve as a public spokesperson across multi-sector issues central to C4Ds purpose and vision.

Development & Fundraising

- Manage overall fundraising strategy of the organization in conjunction with Development Manager, including grants management and grant writing, foundation prospecting, cultivation of individual donors, and special events among other strategies;
- Oversee and cultivate foundation and institutional donor/funder relationships in partnership with the Development Manager;
- Provide guidance and oversight to C4D's Development Manager to build and accomplish an annual development plan.

Board of Directors Coordination

- Communicate and coordinate with Board of Directors to ensure success of organization;
- Advise and support the board as a whole, its committees and individual members to assure appropriate, efficient and on-time completion of board-led projects;
- Work with Chairs of the Board in the overall Board planning and strategy retreats;
- As needed engage appropriate staff to advise and support the board and its committees;
- Coordinate information & reporting to board from other C4D leadership bodies;
- Execute decisions made by the Board of Directors.

Fiscal & Financials Oversight

- Work with C4D's fiscal sponsors to manage the financial health of the organization;
- Oversee the creation, implementation, and management of the organization's annual budget utilizing best practices;
- Oversee the day to day management of the organizations financial matters (such as expenses, revenues, and cash flow) and administrative coordination (such as processing credit card reconciliations, reimbursements, other payments and updating accounting software);
- Ensure that the Board of Directors has the information necessary to fulfill its fiduciary responsibility by providing regular financial reports.

Desired Qualifications and Experience (we recognize all qualified candidates will likely possess some mix of what is listed below):

- **Collaborative Leadership Approach:** We encourage input from our diverse staff and members when making strategic decisions; ability to support and grow collective leadership among staff and membership.
- **Experience with nonprofit management,** including fundraising, fiscal management, supervision, and board development;
- **Support for leadership development:** Provides training and coaching opportunities for staff as well as being intentional about own personal development.
- **Understanding of political climate** and issues facing immigrants and undocumented young people at neighborhood, city, state, and national levels;
- **A demonstrated commitment to racial, gender, and economic justice,** and dismantling systems of oppression including anti-Black racism; ability to bring an intersectional, anti-oppression lens to all of C4D's work;
- **Lived experience and community ties** including but not limited to experience working for immigrant rights, and strong personal connections to people impacted by the immigration system;
- **An enthusiasm for open communication and building relationships** both among staff and across community groups and organizations to advance C4Ds mission;
- **Supports collective care, accountability and repair.** . Prioritize self-accountability, self-reflection, and communication in their own work and in their work with other staff and community members. Seeks to address and resolve internal/external conflict in a timely manner, employing transformative justice practices that centers those who were harmed;
- **Excellent written and verbal communication skills;**
- **Ability to work under pressure and independently;**
- **Bilingual or multilingual** will be an added asset for any candidate;
- **Sense of humor!**

Salary and Benefits:

\$61,000-64,000 annual salary

Benefits include: C4D offers a comprehensive benefits package including paid vacation, health insurance, retirement plans and life insurance.

COVID-19: C4D takes the threat of COVID-19 seriously. All staff are working from home currently, with occasional in-person meetings as needed with safety precautions. We expect a transition to in-person work during 2022. C4D has an office in Bridgeport, CT available for staff use. *This position is preferably located in Fairfield, New Haven or Hartford County, but we welcome discussion with candidates about other possible locations in the state of Connecticut.*

C4D requires all employees to be fully vaccinated against COVID-19, though reasonable accommodations will be made in accordance with applicable law. New employees must provide proof of vaccination or request an accommodation prior to beginning work. C4D reserves the right to modify this policy as conditions warrant.

APPLICATION PROCESS AND DEADLINE:

DEADLINE: Applications will be reviewed on a rolling basis until May 9, 2022.

FORMAT: Please submit applications, in confidence, as a single PDF to jobs@ct4adream.org. **SUBJECT LINE:**

C4D – Organizational Director OR C4D- Organizational Co-Directors

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**, addressed to the C4D, that addresses:

- Where you heard about the position
- Why are you interested in working with C4D, and what is your current engagement with C4D
- What you believe is the role of undocumented young people in social justice movements
- What you believe you would bring to C4Ds leadership role
- How your past accomplishments are relevant to this position

For applicants applying together for the co-director positions, the questions above can be answered jointly. In addition, please also answer the question below:

- What is your experience working collaboratively and how do your skills and assets complement each other?

2. **Résumé/CV:** should highlight the most recent position(s) and employment history, accomplishments, educational achievement, and skills training. If applying as co-directors, please include a resume for each candidate.

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

Please send everything to jobs@ct4adream.org. Co-director applicants should submit a joint cover letter. Please do not send duplicate materials. **All applicants will receive a response to their application.**

TIMELINE:

- Application Period: March 15- May 9, 2022
- Screening and Semi-Finalist Interview(s) Period: May 16-June 16th
- Finalist Interviews: Week of July 11th, 2022
- Decision & Notification to All Applicants: Week of July 18th, 2022
- Tentative/Ideal Hiring and Onboarding : August -October 2022

C4D is fiscally sponsored by United We Dream. UWD is an equal opportunity employer; people of color and individuals from diverse backgrounds are encouraged to apply. UWD does not discriminate on the basis of race, color, national origin, ethnic background, citizenship status, religion, political orientation, genetic information, sexual orientation, age, disability, or any other characteristic protected by law

Interested in working with C4D but don't quite fit the box we've described?

We are committed to the development of undocumented youth, womxn of color, Black immigrants, and individuals from diverse backgrounds. Contact us and we can work with you on your development.