



**TITLE:** Program Director, Futuro

**REPORTS TO:** Maria Cadenas, Executive Director

**LOCATION:** California, hybrid

**CLASSIFICATION:** Full Time, 40 hours per week

**PAY:** \$75K-\$100K annual salary, based on experience

**BENEFITS:** Health/Vision/Dental insurance, 401(k)

Please send resume and cover letter to: [info@sccvonline.org](mailto:info@sccvonline.org). Applications will be reviewed on a rolling basis.

### About Ventures

**Our work creates dignity by recognizing, acknowledging, and valuing our community members' leadership in making change happen. Together, we are working towards a shared and prosperous economic future where zip code, race, gender, or immigration status do not dictate income or wealth.**

We work in ways that:

- remove system level barriers to economic equity;
- develop new financial and asset building vehicles;
- lift and leverage the great work already being done;
- are family centered and culturally appropriate; and
- provide leadership development and financial education for children and youth.

Our geographic reach encompasses Monterey, San Benito, and Santa Cruz Counties. Ventures is Latina immigrant led organization.

### About the Role

The **Futuro** Director will work with the Executive Director and Ventures' management team to advance and promote Ventures' work to build a compassionate and equitable local economy that contributes to our communities' well-being. A key member of a values driven and team-focused leadership team, the Director oversee the execution, evaluation, and partnership management of **Futuro**, a worker-owned cooperative development vehicle based in the Salinas Valley, in alignment with Ventures' organizational strategy and culture.

**Futuro** is a community owned business structure focused on activating a living wage job and income generation, especially for immigrant and Latino workers. The Director oversees market research, business development, business technical assistance, policy engagement, and community education on worker-owned cooperative structures. This position interfaces frequently with the public, as well as other organizations including educational institutions and nonprofit organizations.



Director responsibilities include administration, day-to-day management, budgeting, reporting, communication, education and outreach, social media, and evaluation efforts of the program - including worker-owned cooperative development. This includes recruiting, management, and development of **Futuro** team members and associated worker owners.

The position requires the ability to support programs and projects with a diverse array of stakeholder groups including community leaders, funders, internal staff, and families.

At least five years of program management experience and cooperative development required. Evening and weekend hours are expected.

Ventures staff must be able to work independently, under minimum supervision, and act on their own initiative. The ability to communicate and coordinate effectively and support activity will be critical. This job description is intended to describe the general nature of the work performed by employees in this job. It is not an exhaustive list of all the job's responsibilities. At Ventures, all jobs include broad responsibilities for continually improving the processes we use.

### **Regular Duties**

- Develop, align, and implement organizational and program strategies, facilitate cross-functional collaboration, and foster innovation.
- Ensure an organizational culture that reflects Vision and Mission and wellbeing of staff, including an equitable framework in our work, processes, and structure.
- Represent Ventures and hold stake holder relationships, including with funders, elected officials, community members, and coalition and advocacy work.
- Direct and manage Futuro, including leading the alignment, implementation, financial oversight, evaluation, and marketing of cooperative development projects
- Oversee recruitment, training, and performance evaluation of support staff, ensuring alignment with organizational goals and policies.
- Collect, monitor, and analyze key performance indicators, including preparing scheduled and special reports, maintain program/project records and statistical information
- Manage and direct activities of support staff, consultants, and/or volunteers engaged in the implementation and administration of program objectives
- Coordinate content development, management, design, and distribution of communication efforts, including social media, videos, and photographs
- Field phone calls and emails from stakeholders regarding programs and volunteer opportunities
- May lead, guide and train lower-level staff, student employees, volunteers, and/or interns, as appropriate
- Other reasonable duties as assigned by the Executive Director



### **Physical Demands and Work Environment**

The employee is frequently required to drive, walk, and climb stairs. The employee must occasionally lift and/or move up to 20 pounds. The work environment is primarily within an indoor office environment or comparable space (remote work from home, for example), with occasional exposure to outdoor weather when traveling to program sites.

### **Qualifications**

- Believes in Ventures' Vision, Mission, and approach to work. Embodies Ventures' Values.
- Knowledge of equity frameworks, specifically racial and gender equity required.
- Extremely flexible, with a strong work ethic and an entrepreneurial spirit to accommodate a high level of responsibility and multiple priorities.
- Cooperative and/or business development experience required.
- Excellent written and verbal communication skills, including presentations.
- Ability to work with internal and external teams, provide excellent facilitation, customer service, conflict resolution, and build strong working relationships with diverse community leaders, institutional partners, peers, and colleagues.
- Strong organizational abilities including project management, planning, evaluation, and program development. This includes collection and analysis of data.
- Experience in community outreach and organizing.
- Ability to take initiative and proactively manage multiple and sometimes competing tasks and projects while satisfactorily meeting deadlines and desired outcomes.
- Detail-oriented with excellent written and verbal communication skills.
- Solution-focused: able to analyze administrative, financial, and technical problems and recommend effective solutions.
- Experienced and proficient in Microsoft Office (Outlook, Excel, and PowerPoint) as well as other data management systems and reporting tools. Grants management software experience is a plus.
- Thrives in a fast-paced environment
- Bilingual (English/Spanish), bi-literate, and/or bi-cultural strongly preferred
- Experience in financial capability and asset building strongly preferred
- Valid California driver's license