



La Unión del Pueblo Entero  
Founded by César E. Chávez & Dolores Huerta

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**DRAFT**  
**EXECUTIVE DIRECTOR**  
**JOB DESCRIPTION**

<b>Title:</b> Executive Director	<b>Current as of:</b> September 2021	<b>FLSA Status:</b> Exempt
<b>Entity:</b> L.U.P.E.	<b>Department:</b> Administration	<b>Reports to:</b> Board of Directors

**SUMMARY**

La Union del Pueblo Entero, LUPE is a social justice, community-building, membership organization, founded by Cesar Chavez and Dolores Huerta. The Executive Director will have a unique opportunity to lead a skilled and innovative team within a rapidly growing, digital-driven organization at the forefront of immigration in the borderlands.

The Executive Director is responsible for fulfilling and communicating the mission and strategic vision of the organization to staff, individuals, the media and representatives from government agencies and foundations. The Director is responsible for the successful operation, financial management, budgeting, staff supervision, planning, program and resource development of the organization. The Executive Director provides policy, operational information, analysis and recommendations to the Board of Directors and attends all Board meetings.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

**PLANNING AND ADMINISTRATION**

- Have considerable experience in policy, advocacy, organizing and/or delivering services that support and strengthen immigrant or other historically marginalized communities.
- Maintain the organizing environment
- Communicate vision of community empowerment to staff and community
- Ensure organizational adherence to uniform administrative systems, and procedures
- Provide direction and support to all programs and departments of the organization
- Hire and manage outside consultants
- Identify and develop financial resources
- Develop strategic plans in accordance with the mission and roles of the organization
- Communicate the organizations vision and policy statements
- Utilize Management by Results

**RECRUITMENT & STAFF DEVELOPMENT**

- Coordinate with human resource management on the acquisition, retention, motivation, and development of employees for meeting current and future organizational needs
- Approve hiring and separation of staff in accordance with HR policies and procedures
- Assist in recruiting and hiring the new Executive Director
- Develop and approve staff training programs

- Responsible for timely employee evaluations
- Encourages professional development and career enhancement for all staff
- Work with HR Department to interpret and enforce company policy and procedures

### **INFRASTRUCTURE**

- Develop standards that provide positive and productive working environments
- Develop internal management systems and performance standards
- Develop standards for acquiring equipment and utilizing technologies that will effectively meet and enhance operational requirements
- Identify and develop funding sources through Foundation grants, in-kind donations and innovative sources of financing and support to improve the organization’s ability to grow effectively in order to meet the needs of its stakeholders

### **RELATIONSHIPS**

- Ensures proper integration and teamwork with other Farm Worker Movement entities
- Maintain communication and positive working relationship with Board of Directors
- Develop and maintain relationships with foundations and other current or potential funding sources
- Develop and maintain relationships with key government agencies
- Develop and maintain relationships with key religious, political and community leaders
- Serve as the spokesperson for the organization in relation to the public, media and government agencies.

### **OTHER DUTIES AND RESPONSIBILITIES AS ASSIGNED**

### **SUPERVISORY RESPONSIBILITIES**

Responsible for the overall direction, coordination, and evaluation of all personnel. Responsible for the supervision of subordinate managers and key administrative support staff. Carries out supervisory responsibilities in accordance with the organization's policies, procedures, and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

### **QUALIFICATIONS**

The Executive Director must:

- set the vision;
- be thoroughly committed to the mission and core values of La Union del Pueblo Entero;
- be able to motivate staff and effectively lead them through implementation;
- have leadership, coaching, and relationship management experience;
- have strong written and verbal communication skills;
- be a passionate communicator with excellent interpersonal and multidisciplinary project skills; and
- be able to work effectively in collaboration with diverse groups of people.

The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION and/or EXPERIENCE**

A Bachelor’s degree is required and three or more years management experience in community, political and/or labor organizing or equivalent combination of education and experience.

### **DESIRED ATTRIBUTES**

- Proven ability to design and implement creative programs, which build community empowerment.
- Ability to develop and grow a membership-based organization.
- Inclusive thinker who seeks out and honors diversity.

- Is committed to farmworker justice
- Demonstrates experience inspiring confidence, trust, and collaboration
- Be comfortable sharing credit and successes.

### **LANGUAGE SKILLS**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public. Must be biliterate English/Spanish.

### **MATHEMATICAL SKILLS**

Ability to apply mathematical skills to problems requiring use of basic algebra and geometry. Ability to apply mathematical operations to problems requiring the use of basic statistics and statistical inference.

### **REASONING ABILITY**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

A valid Class “C” Driver’s License is required. Must be computer literate and have working knowledge of MS Word, Access and Excel or equivalent applications.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel and reach with hands and arms. The employee frequently is required to stand, walk, sit, and talk or hear. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

### **BENEFITS**

- \$9,000+ per year in healthcare insurance (medical & dental) for the employee, spouse, and children under 26 years old (eligible after 3 months of employment)
- \$8,000.00 death insurance
- 401K Plan
- Mileage reimbursement
- 40 hours paid vacation year one; 80 hours paid vacation years 2-8; 120 hours paid after year 8
- 8 hours Personal Time Off a year
- 10 Paid Holidays a year
- Cesar Chavez Day of Service once per year
- End of the year bonus as appropriate

- Yearly salary increase as appropriate

**CONTACT**

Interested applicants, please email one file containing a cover letter and resume to our [EDTransition@lupenet.org](mailto:EDTransition@lupenet.org). Please reference “Executive Director” in the subject line of your email.