



Community Foundation for Greater Atlanta on behalf of Latinx Alliance Project Manager

POSITION: Contract

REPORTS TO: Latinx Alliance Steering Committee, working with Committee Chair

The Community Foundation for Greater Atlanta works to inspire and lead our region toward equity and shared prosperity for all who call our region home. We do this work by providing quality services to donors and innovative leadership to grapple with the region's most pressing challenges, seizing opportunities to use both. In 2021, the Foundation launched a new strategic plan, TogetherATL, to focus on equitably improving the life outcomes of all residents of metro Atlanta by connecting donors to community. The strategic initiatives of the plan will drive systemic change and advance place-based priorities by growing co-investment in the region.

One of the initiatives we fiscally sponsor, consistent with our TogetherATL plan, is the Latinx Alliance.

The Latinx Alliance (Alliance) is a Latinx led and serving network consisting of various public, private, nonprofit, philanthropic members united in advocating for the improved well-being of Latinx people across Georgia.

The Alliance focuses on three strategic priorities organized in working groups:

- 1) *Narrative Change*: To own our narrative and history in order to educate ALL Georgians about our economic, political, cultural, and civic importance to the state;
- 2) *Leadership Development*: Understand the strategic gaps in our community and cultivate Latinx leadership to serve in various public, private, and nonprofit spaces as influencers, messengers and decision-makers; and
- 3) *Policy & Advocacy*: Identify and advocate before public decision-making bodies to advance measures supporting Latinx Alliance policy priorities.

The Latinx Alliance is a coalition of the willing – consisting of Latinx leaders, from various backgrounds committed to moving the community forward, together. It is led by a steering committee comprising of Latinx leaders from the business, nonprofit and philanthropic sectors. This committee oversees activities of the Alliance, including its general meetings, working group meetings, and other outreach efforts.

Reporting to the Steering Committee Chair, the Project Manager will support all of the Latinx Alliance's activities – general meetings, working group committee meetings, steering committee meetings, etc. – and help ensure that the Alliance accomplishes its annualized goals.

Essential Functions of the Project Manager Position:

- Create a 30-day plan outlining steps towards management integration, forming an operational infrastructure; cultivating internal relationships, developing prioritized tasks, and establishing organizational norms.
- Utilizing Strategic Framework documentation, refine, implement and execute activities and tasks needed for the completion of the priorities agreed upon.

- Develop, a contracting and hiring process when additional support is required for plan implementation.
- Support Steering Committee members with administrative and logistical tasks as needed.
- Support work groups Co-Chairs with administrative and logistical needs to achieve their respective goals and objectives.
- Develop a documentation and reporting process for the Steering Committee and general body.
- Oversee the development, writing, editing, updating, and storing of shared Alliance materials for both public and internal distribution.
- Manage power and asset mapping activity with goal of strategically identifying new members and partners.
- Develop and oversee the management of an annual Alliance calendar of events.
- Provide data driven recommendations to the Steering Committee based on work being done, challenges, and opportunities.
- Oversee logistical operations to include identifying key locations for meetings and managing in-person convening.
- Serve as the key point of contact to all current Alliance members.
- The above functions can be modified, expanded, or removed as deemed appropriate and necessary by a simple majority of Steering Committee members.

Qualifications:

- Bachelor's degree required; advanced degree preferred in relevant fields of study.
- Fluent in English and Spanish.
- At least 5 years of project management experience.
- Strong working knowledge of Latinx issues and community needs.
- Preferred experience working with social sector alliances and coalitions.
- Demonstrated ability to develop networks, engage diverse communities, and foster relationships with leaders from different sectors – private, public, nonprofit, and philanthropic.
- Excellent interpersonal skills and demonstrated ability to collaborate, manage, and cultivate inclusive internal and external relationships.
- Strong proficiency with Microsoft Office (Outlook, Word, Excel, Teams), and the ability to effectively utilize proprietary software, including project management, fund management and CRM systems.
- Excellent ability to organize and prioritize daily work and multiple requests/assignments – display strong project management skills.
- Proficient writing, editing, and proofreading skills with the ability to gather and organize information efficiently and appropriately.
- A high degree of professionalism, confidence, and flexibility that exhibit the ability to work collaboratively and effectively with stakeholders and colleagues of diverse backgrounds and in an entrepreneurial environment.
- Strong time management, interest in continual learning, comfort in managing up, and adaptable in a fast-paced environment.
- Possess a record of impact in areas relevant to the Foundation's evolving strategy, as well as a genuine commitment to diversity, equity and inclusion.

Compensation:

To be determined based upon experience and qualifications.

To Apply:

To submit an application for this position, send your resume via email to fernandez@cfgreateratlanta.org with the subject line "Latinx Alliance Project Manager".

The Community Foundation provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

Community Foundation for Greater Atlanta values diversity and inclusion; we honor the diverse needs, strengths, voices, and backgrounds of all individuals in our regional community.