



JOB ANNOUNCEMENT: EXECUTIVE DIRECTOR

Job Title: Executive Director
Location: Birmingham, AL
Salary: \$60,000-\$65,000, depending on experience, plus an excellent benefits package
Position Type: Full-Time (35 hours or more per week)
Start Date: October 15 (or as soon as possible)
Reports to: Board of Directors
Closing Date: August 31 or until filled

Adelante Alabama Worker Center is seeking an ambitious and enthusiastic **Executive Director** committed to leading and supporting Adelante's programs and the rights of low-wage workers in Alabama. A fearless advocate for justice in Birmingham, the Executive Director will support the continued growth of our membership base of low-wage worker and immigrant leaders and provide strategic input across all aspects of our community education and outreach efforts, core programs, and advocacy campaigns. They will be responsible for strengthening Adelante's infrastructure, managing the staff and member capacity necessary to defend against attacks on the working class, immigrant communities, and people of color in the Birmingham area. Additionally, they will advocate and push for proactive policy and social change. The Executive Director must be able to communicate effectively, share cultural values, implement organizing strategies toward transformative change, and ensure Adelante's activities and funding sources align with the organization's values and mission. They will also be responsible for conveying a collective vision of the organization's strategic future to the staff, board, members, volunteers, and donors.

About Adelante: Adelante unites low-wage and immigrant workers and their families in the Birmingham area to defend their rights, promote our dignity, and pursue justice for all. Since our founding in 2014, Adelante has emerged as a strident voice for labor, immigrant and human rights in Alabama. Adelante merges community organizing, popular education, direct action, public and media advocacy, strategic litigation and legal representation, and arts and cultural celebration to realize a holistic vision for change from the bottom up. More information about Adelante's work is available at www.adelantealabama.org.

Salary & Benefits: The salary range for this position is \$60,000 to \$65,000, depending on experience. Adelante also offers an excellent benefits package including 15 vacation days, 16 paid holidays, and up to 12 wellness days per year, and 100% employer-paid medical, dental, and vision insurance plans.

Responsibilities

The Executive Director's responsibilities will include:

- **Organizational Vision & Strategy**
 - Work with the board of directors, staff, and membership to establish overall direction of the organization and set specific goals and strategies.



- Based on member-identified priorities, work with staff, member-leaders and allies to plan and carry out community education and advocacy campaigns.
- Maintain and develop relationships with immigrant, Latinx, Black, and LGBTQIA+ communities, key local, state, regional, and national partners, donors, public officials, and the media in order to build and lead diverse coalitions and campaigns.
- Serve as a spokesperson for the organization. Maintain a working fluency in key policy issues, current events impacting the organization's work, and member-led campaign priorities.
- **Internal Support & Development**
 - Provide supervision for staff and oversight for all of Adelante's programs and activities.
 - Serve as a liaison to the Board of Directors, providing regular reports to the board on the organization's activities and finances. Leverage board members' skills and resources to support fundraising and program activities. Support the orientation of new board members and participate in board meetings.
 - Oversee human resources and general operations. Manage the recruitment, training, and evaluation of employees.
- **Fundraising & Sustainability**
 - Work with Director of Administration and Fundraising to identify new sources of funding.
 - Network and establish professional relationships with potential and existing funders, and review/approve grant applications and reports.
 - Draft the annual budget of the organization with Director of Administration and Fundraising. Lead efforts to grow the annual budget and diversity of the resource base to ensure long-term financial sustainability.

Desired Qualifications

- **Commitment to Adelante and its Values**
 - Strong commitment to Adelante's mission, vision, and values. Commitment to lead a grassroots organization and to addressing social and racial injustice in Birmingham-led, statewide and national movements.
 - Commitment to justice and dignity for all, anti-racism, and centering the voices of immigrants, people of color, and low-wage workers in Adelante's work.
- **Organizing Experience & Political Knowledge**
 - A minimum of 5 years of professional experience in:
 - Organizing alongside low-income, BIPOC, and/or immigrant communities. Experience organizing in the South (Alabama, Arkansas, Florida, Georgia, Louisiana, Mississippi, North or South Carolina, Tennessee, Texas, or Virginia) or similar socio-political environments is preferred.
 - **Volunteer experience where significant responsibility or a leadership role was assumed may be considered professional experience.
 - Leadership and management experience in non-profit organizations.
 - Familiarity with worker centers and the worker rights landscape in the US.



- Knowledge of and commitment to popular and participatory education principles.
- Willingness to hold government officials, employers, landlords and other powerful actors accountable and call out abuses of power in both private meetings and public forums.
- **Fundraising Experience**
 - Extensive experience in raising funds from individuals, foundations, and other sources to support social justice programs and causes.
- **Communication & Leadership Skills**
 - Strong written and oral communication skills including excellent public speaking skills. Oral/written fluency Spanish and English strongly desired.
 - Excellent interpersonal communication, and conflict management skills, and the ability to apply these skills in a variety of settings including interdisciplinary teams, small and large groups, and conflict resolution situations.
 - Collaborative spirit and ability to work independently
- **Relocation, Travel & Schedule**
 - Live in or be willing to relocate to the Greater Birmingham area; *The Executive Director is required to attend work in-person (except for their designated remote days). We ask that you are fully vaccinated against COVID-19 prior to beginning work at Adelante. A limited-time remote start can be arranged for individuals who are not able to access the vaccine before their determined start date.*
 - Personal vehicle with applicable insurance
 - Ability and willingness to travel and work flexible hours, including nights and weekends as needed

How to Apply:

Please submit a cover letter, current resume, and 3 references to Felicia Aldana, Administrative Assistant at felicia@adelantealabama.org. Please use the subject line, "Executive Director Application Submission".

Adelante Alabama Worker Center is an equal opportunity employer and strongly encourage immigrants, people of color, women, and LGBTQIA+ individuals to apply.