

NORTH BAY JOBS WITH JUSTICE



North Bay Jobs with Justice (NBJWJ) seeks an Executive Director to lead us in the next phase of our work to build power for workers in Sonoma County. We believe that all workers should have collective bargaining rights, employment and housing security, and a decent standard of living that provides equitable access to education, living wages, healthcare, retirement, and safe neighborhoods. We are a grassroots coalition of labor, community, and student voices at the national and local levels to win improvements in people's lives and shape the public discourse on workers' rights and the economy. We believe that communities of color, low income workers, immigrant families, LGBTQ and youth are among the most impacted by corporate greed and as such should be centered in leading our efforts to build movements for social, political and economic change. We can and will build a society and economy that works for ALL.

Born out of Sonoma County's Living Wage Coalition, NBJWJ has grown into a broad coalition of individuals, community groups, labor unions and organizations that bring together organized and unorganized workers in common struggle. This last year our coalition has been instrumental in raising the Minimum Wage in 4 target cities, with continued organizing in the County.

In addition to our campaigns, we play a key role in responding when our communities are in crisis. We led the establishment of the UndocuFund to support low wage and immigrant workers affected by wildfires. In partnership with the North Bay Organizing Project, NBJWJ formed Sonoma County United In Crisis to develop a 13-point policy agenda for the County of Sonoma that will ensure an equitable response to the COVID-19 crisis that puts the collective needs of our community first.

The Opportunity

Our Executive Director (ED) will be key to our continued growth and success. Grounded in a class analysis and a passion for workers' rights the ED will be pivotal in harnessing the energy of our members, our leaders and our community allies to win campaigns for both organized and unorganized workers. NB has the benefit of active Steering and Executive Committees that work closely with our ED and lead organizer, the result is a coalition that is member led and growing. Our ED knows how to coalesce the voices of our members into winning campaign strategies.

Our ideal ED will be energetic, focused, people oriented and skillful in working with people of all backgrounds and experience. Our ED will continue our proven commitment to the leadership of people of color, immigrants, low wage and unionized workers and those living on the margins in our community.

Major Areas of Responsibility

The Executive Director manages all aspects of North Bay Jobs with Justice operations and administration. The Executive Director leads in the development and implementations of the organization's vision, mission, strategies and campaigns.

Leadership & Management

Deeply explore and absorb the landscape of need and opportunity; create, sew and cultivate a vision for the organization's future; inspire others to join NBJWJ in realizing this vision

- **Actively engage and energize** NBJWJ Executive Board, Steering Committee, volunteers, community leaders and partners in support of the organization's mission, campaigns and programs. Our ED leads with an organizer's mindset, seeing our members and community as our source of power and not recipients of our good deeds.
 - Develop, maintain, and support a strong Executive Board; seek and build board involvement with strategic priorities.
 - Develop, mentor, and work effectively with staff, volunteers and community leaders to grow their involvement in the organization.
 - Establish and maintain relationships with external partners including community groups, organizations, policymakers, and other key strategic allies.
 - Ensure that internal relationships are strong and effective, support relationship building among the coalition community partners, Steering and Executive Committee member and staff.
- Assure that the organization has a **long-range strategy** which achieves North Bay Jobs with Justice's mission, and toward which it makes consistent and timely progress; ensure that plans and priorities are aligned with the vision.
 - Define success and ensure progress towards goals; oversee timelines and resources needed to achieve strategic goals and priorities.
 - Ensure ongoing program excellence; develop evaluation methods that are realistic and support ongoing learning and planning.
- Maintain a working knowledge of significant developments and trends in the field.
- Maintain a climate that attracts, keeps, and motivates a diverse staff, volunteers and coalition members to succeed together.
- Represent NBJWJ in national, state and regional meetings and campaigns. Ensure strong working relationship with National JWJ and other JWJ affiliates.

Finance and Administration

Understand the needs and requirements for ensuring sound organizational management – build and maintain infrastructure as we grow.

- Responsible for the **fiscal integrity** of North Bay Jobs with Justice, including:
 - Partnering with the Executive Board to ensure the annual budget is developed and approved.
 - Ensure timely financial statements that accurately reflect the financial condition of the organization are provided to the Executive Board.
 - Financial management to ensure operating within the approved budget, maximize resource utilization, and maintain a positive financial position.
 - Maintain fiscal practices that comply with generally accepted accounting principles.
- Maintain **legal and accounting compliance** according to 501(c)3 requirements, maintain official records and documents, and ensure compliance with federal, state and local regulations.
- Ensure that job descriptions are developed, that regular performance evaluations are held, and that sound **human resource practices** are in place.

Fundraising & Communications

Lead the development and implementation of fundraising and communications plans that are compelling and motivate others to be active and support North Bay Jobs with Justice programs and campaigns.

- Develop the **fundraising strategy and plan** that is realistic and achievable.
 - Lead all fundraising efforts and expand the capacity of the Executive Board and Steering Committee to participate in fundraising.
 - Ensures that our annual fundraiser is well-planned, leading to financial and strategic success.
- Explore and build **partnerships and relationships** with the funders, policymakers, organizations, donors and community leaders to expand involvement and support.
- **Represent** the programs and point of view of the organization to agencies, organizations, media and the general public; serve as the primary spokesperson for NBJWJ. Communicate effectively orally and in writing with the skills to motivate participations and convey ideas clearly.

Qualifications and Attributes

Our ED will be a welcoming and open-minded leader who is comfortable leading from behind or stepping to the front, depending on the circumstances. Our ED thrives when working in partnerships where we are learning, growing and creating together – they know that how they show up is as important as what they do.

Our ED flourishes working in a small and growing organization, is able to focus on the details without losing sight of the big picture. Our ED has the experience and knowledge needed to manage our organization well; ensuring that we meet our regulatory obligations, have the resources we need to succeed and we are a safe and healthy workplace.

Our ED has the skills and qualities needed to:

- **Think and act strategically**; ability to pivot in changing conditions while maintaining discipline in our campaigns and programs.
- **Strong and complex political and social analysis**, experience putting analysis into strategic action
 - Grounded in a class analysis, ability to navigate the complex intersections of class, race and other dynamics of power.
 - Demonstrated success engaging and including non-English speakers with meaningful participation and authentic influence in campaigns and our Coalition.
 - Ability to connect workers' rights to a wide variety of issues and needs, while maintaining focus on our mission.
 - Understanding of unions and how union organizing improves lives of workers coupled with understanding the needs of unorganized workers.
- **Political and interpersonal savvy**; skilled at working in systems and with people.
 - Political expertise, ability to navigate politics within the government and in our community.
 - Good communicator with a variety of audiences; ability to effectively communicate information and ideas to elected officials, community and coalition members. Able to produce narrative in short time frame to support us in moving forward in alignment.
- **Confident and compassionate manager**; experienced bringing out the best in others through supervision and mentoring.

- **Knows the Fundamentals of Fundraising**; has overcome the fear of asking individuals and institutions to give. Experience writing successful grant proposals.
- **Strong planner**; experience leading and planning in a Coalition, able to manage multiple moving parts in a long term or campaign plan.
- **Administration and Management**; experienced developing and managing budgets, supervising staff. Ensuring alignment of our practices with our values. Commitment to ongoing growth and development for themselves and others, including identifying learning opportunities. Experience creating and working with Governance structures, including strong facilitation skills.

Highly Desirable

- Bi-lingual in Spanish and English. Rooted knowledge of the needs and experiences of Latinx communities and immigrants.
- Experience organizing and winning in Sonoma County, is a known leader in our community.
- Knowledge of Roberts Rules.
- Experience using and improving guiding documents like personnel manuals, by-laws etc.

Compensation

NBJWJ offers a generous benefits package including full health coverage with vision and dental, flexible personal, vacation and sick time, and a matching retirement fund. The salary range for this position is \$65,000 - \$75,000. Relocation funds are available if needed.

How to apply

Applications will be evaluated on a rolling basis. We are flexible with start dates. Please send a resume and cover letter to **employment@northbayjwj.com**.

North Bay Jobs With Justice is an affirmative action employer and strongly encourages people of color, women, l/g/b/t/q individuals, those with disabilities, and those with working class backgrounds to apply.