

Subject: City Life ED opening - Oct 15 deadline
Date: Wednesday, September 30, 2009 3:00 PM
From: Darlene Lombos <darlene@massclu.org>
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Conversation: City Life ED opening - Oct 15 deadline

Executive Director, City Life-Vida Urbana Deadline Extended to October 15

CITY LIFE/VIDA URBANA
JOB ANNOUNCEMENT-POSITION OPEN IMMEDIATELY

Job Title: Executive Director

Position: Full-time

Salary/benefits: Commensurate with experience and excellent benefits package

Location: Boston, Massachusetts

Closing Date: October 15, 2009

Position Summary:

City Life/Vida Urbana (CL/VU) seeks a dynamic leader to become the next Executive Director for this nationally recognized grassroots organization. CL/VU was founded in 1973 and is committed to fighting for racial, social, and economic justice by building working class power through direct action, coalition building, education and advocacy. The organization has been on the forefront of fighting unfair foreclosures through eviction blockades and has received national recognition for this innovative and effective strategy. The Executive Director reports to the Board of Directors and has overall responsibility for the success of City Life/Vida Urbana's programs, fundraising and administration.

Primary Responsibilities:

- Governance, Planning and Program Development - Ensure that strategic plans and programs align with organizational mission and vision; develop program goals, workplans and evaluations in coordination with staff team; identify new program initiatives that reflect the needs of the membership; develop and work closely with Board of Directors; and serve as chief spokesperson of the organization.
- Fiscal Management and Development - Develop and manage annual and program budgets; ensure accuracy of financial reports and documents; develop and implement a comprehensive fundraising strategy; build and cultivate relationships with foundations and individual donors; and supervise bookkeeper and grant writer.
- Administration and Supervision - Oversee the coordination and integration of programs to ensure effective communication, meaningful collaboration and successful outcomes; supervise program leaders and administrative staff; build and support a diverse and skilled staff team;

Our mission is to move strategic campaigns combining the joint power of community-based organizations and labor unions in order to protect and promote the interests of low and middle-income working families in the greater Boston area. Through a program of coalition building, research and policy development, public education and grassroots mobilization, we will move forward policies that promote quality jobs, secure healthcare and affordable housing for all of the Boston area's working people.

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www.massclu.org

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and conduct staff evaluations and ensure compliance with personnel policies.

Job Requirements:

- Minimum 3 years experience in leadership development and base building
- Minimum 3 years experience in staff supervision and program management
- Minimum 3 years experience in fiscal administration and fundraising
- Agreement with City Life/Vida Urbana's mission
- Excellent communication skills--verbal and written
- Excellent organizational skills-- good attention to detail and well organized;
- Strong conflict resolution and consensus building skills
- Self-motivated-proven ability to work independently
- Proven Ability to work under definite timelines and deadlines
- Ability to work well with diverse groups and populations;
- Dedication and ability to work flexible hours;
- Basic knowledge of computer operations and programs

Women, People of Color and GLBQT strongly urged to apply.

Applications will only be accepted electronically. Please email resume and cover letter to directorsearch@clvu.org. Please include a daytime phone number where we can contact you.

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