I. ABOUT THE ORGANIZATION

P.A.S.O.- West Suburban Action Project is a community-based social justice organization based in the West Suburbs that works to engage community members to act through their faith and values to address issues that affect them, their families, and neighbors with a vision to build stronger communities where residents can live dignified lives regardless of race, ethnicity, socioeconomic or immigration status. Founded in 2009, P.A.S.O. is a leading immigrant rights suburban organization working to develop grassroots leaders to work collectively, strategize, organize and build power to create systematic, social change that leads to more equitable and just communities for people of all backgrounds.

II. ABOUT THE EXECUTIVE DIRECTOR POSITION

P.A.S.O. is currently seeking a dynamic, energetic executive director who will provide strategic and visionary leadership for organization. We are seeking an experienced and dedicated leader with the ability to engage our board, staff, members, partners and key stakeholders in growing P.A.S.O.’s influence as a model for suburban organizing and grassroots empowerment in the West Suburbs. We are seeking an individual with a passion and track record for championing social justice, immigrant rights, and racial and economic equity.

The next Executive Director must have an understanding of immigration issues (as P.A.S.O.’s base is currently comprised mostly of Latinos and immigrants), and demonstrate a connection to the immigrant experience in the United States. The Executive Director will also have the vision to connect issues affecting Latino, immigrant communities and African American communities, through a racial and economic equity lens and a commitment to Black and Brown alliance building.

The Executive Director is responsible for managing the daily operations of the organization and implementing the vision, strategic goals and objectives of the organization. The Executive Director supports the Board, directs and develops the staff, builds and maintains stakeholder relationships, develops and manages sources of income, and ensures the quality and effectiveness of organizing, policy and program-related work. S/he will also ensure the financial stability of the organization with the support of board and staff. The Executive Director reports to the Board of Directors.
III. SKILLS AND QUALIFICATIONS

- Demonstrated understanding and commitment to social justice, community organizing, grassroots empowerment, and racial equity
- A minimum of 5 years of senior-level nonprofit management or executive director experience with a clear record of success and achievement in leading organizations
- Ability to develop constituent and grassroots leadership within an organization
- Strong experience with grassroots leadership development, community organizing, advocacy, youth organizing, faith-based organizing and training
- Commitment to building and sustaining relationships with P.A.S.O.’s key stakeholders
- A respect for and understudying of diverse ethnic and racial communities as well as faith traditions. An ability to work effectively in a multicultural setting and demonstrate respect towards communities of color and immigrants
- Proven leadership abilities, including problem solving, decision-making, and engendering trust with and among staff. Capacity for building a team-based work environment
- Proven fundraising experience with a track record in fund and budget development
- Exceptional interpersonal skills, with an ability to grow and maintain key relationships with multiple stakeholder groups.
- Willingness and ability to travel (state-wide and nationally as necessary)
- Willingness and ability to work flexible hours
- Skills using technology for planning, management and communications, including Microsoft Office, web platforms, and social media
- Strong written and verbal skills in English and Spanish
- Bachelor’s or Master’s degree in a relevant field, or comparable experience

IV. COMPENSATION AND BENEFITS

Salary is competitive and commensurate with experience. Paid vacation, sick leave, and personal days, in addition to other paid holidays.

V. HOW TO APPLY

Interested candidates should apply immediately. Interviews will begin June 2015. Questions can be directed to Board co-chairs Luvia Quinones and Mony Ruiz-Velasco at edsearch@pasoaction.org.

Interested applicants should email a cover letter, resume and three references to edsearch@pasoaction.org with subject line “PASO Executive Director Search (Include Your Name).”

Documents should be emailed in .doc or .pdf format and should include your last name in the title of each document (e.g., SmithResume.doc, SmithCoverLetter.pdf, etc.). Cover letters are required, as they will be evaluated as a writing sample; resumes without a cover letter will not be considered.

Please note that due to the number of applications we expect, we will only respond to those candidates whom we will invite to interview for the position.

P.A.S.O. - West Suburban Action Project is an equal opportunity employer. Women, people of color, and immigrants are especially encouraged to apply.