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Executive Director, Center for Workers' Rights Sacramento, CA

Position Overview

The Center for Workers' Rights (CWR) seeks an experienced and visionary Executive Director to lead our organization in advocating for low-wage workers' rights in the greater Sacramento area. The Executive Director is responsible for the overall management of the Center, including strategic planning, financial health, community and partner relations and program impact. The ideal candidate will have a strong foundation in operational and financial management of community based organizations, familiarity with advocacy, worker organizing, workplace rights, and a deep understanding of Sacramento's social, political, and economic landscape. The position reports to the Board of Directors.

Center for Workers' Rights (CWR)

CWR launched in August 2014 to improve working conditions for low-wage workers and their families in the greater Sacramento area, regardless of citizenship status. The Center promotes worker education, activism and leadership, provides free legal representation and advocates for initiatives that advance workers' rights. The Center is increasingly engaged in advocacy efforts at the city and state level, focused on necessary changes to legal protections for workers. CWR works with legal and community based organizations throughout the state on various workers' rights issues, including wage theft and unemployment insurance, and operates a weekly workers' rights clinic with volunteers from UC Davis and McGeorge Schools of Law students, among other partnerships and collaborations. CWR's California State Assembly District recently recognized the organization as a Nonprofit of the Year for its support for workers during the COVID-19 pandemic. The Center operates with a small staff and a committed Board of Directors.

For additional information, visit <https://www.rightscenter.org>

Key Responsibilities

1. Organizational Leadership and Strategic Management

- Provide strategic vision and leadership to advance CWR's mission of advocating for and empowering low-wage workers in Sacramento.
- Lead the development and implementation of CWR's strategic priorities and programs, ensuring alignment with the organization's goals and objectives.
- Foster a culture of inclusivity, collaboration, and continuous learning within the organization.
- Work closely with the Board of Directors to ensure effective governance and develop policies and procedures to support CWR's organizational health, growth and impact.

2. Financial Management and Fundraising

- Oversee the financial health and sustainability of CWR, including budget preparation and management, financial reporting, and compliance with all legal and regulatory requirements.

- Develop and implement a comprehensive, sustainable fundraising strategy comprised of diverse sources including public grants, foundations, individual donations, corporate sponsorships and program revenue.
- Manage relationships with existing funders. Cultivate new funding relationships and opportunities to support financial health and expansion of CWR's programs, services, operations and organizational capacity.
- Ensure transparency and accountability in all financial matters, including development and management of financial policies and procedures that safeguard the organization's assets.

3. Staff Management and Development

- Lead, supervise, mentor and inspire a diverse team of staff and volunteers to achieve CWR's mission and goals.
- Ensure the organization's staffing model and capacity supports current and anticipated program and operational needs.
- Foster a supportive and motivating work environment, providing guidance and resources to staff in their roles and professional development.
- Ensure compliance with employment laws and organizational policies, including creating opportunities for staff training and growth.

4. Community Presence and Relations

- Lead and coordinate CWR's communications strategy and plan to enhance visibility, program participation and impact.
- Represent CWR and serve as key spokesperson in public forums, with community organizations, government agencies, labor unions, and the media, to elevate the organization's profile, engagement and influence.
- Sustain and develop partnerships and collaborations with community organizations, government agencies, labor unions, and other stakeholders to enhance program impact, in partnership with CWR's staff and leadership.
- Oversee the development, design and execution of key messaging and communications materials, outreach and advocacy efforts in partnership with the CWR staff.
- Oversee creation of CWR's communications content, integrity, effectiveness, etc. (website, emails, social media, etc.)

5. Program Oversight and Development

- Partner with program managers on development, implementation, and evaluation of all CWR programs, ensuring they are responsive to the needs of the community and aligned with the organization's mission.
- Work closely with program staff to ensure high-quality service delivery and identify opportunities for growth and innovation.

6. Operations and Office Management

- Oversee CWR's office, ensuring a safe, appropriate and efficient environment for staff, clients and volunteers.
- Ensure maintenance of accurate programmatic, financial, and administrative records, complying with retention policies. Oversee management of physical and digital filing systems.
- Manage building operations including leases, repairs, and upgrades.
- Implement and maintain office technologies to improve efficiency, ensuring systems are secure and up-to-date.
- Maintain relationships with vendors, negotiating contracts for cost-effective services, including technology, translation, printing, and facility management.

Qualifications:

- 5 or more years of executive or senior leadership experience, preferably in a nonprofit or advocacy organization focused on legal rights, workers' rights or related areas of social justice.
- Strong knowledge of workers' rights, worker organizing and/or the greater Sacramento area's economic and social dynamics affecting low-wage workers.
- Proven financial management experience, including budgeting, grant procurement and reporting, and fundraising.
- Excellent communication and interpersonal skills, with the ability to inspire diverse stakeholders.
- Open to bar-licensed attorneys and those with relevant experience
- Ability to communicate in Spanish a plus
- Commitment to social justice, equity, and empowerment of marginalized communities.
- Experience in staff supervision, team building, and fostering collaboration.
- Proficiency in office software, financial, project and time management and CRM tools and platforms.
- Strong data analysis, problem-solving, and meeting facilitation skills.

The position is based in Sacramento and will require some in-person work.

Compensation

- This is a full-time, exempt position and is eligible for employer-paid healthcare, vision, and dental benefits.
- Salary range \$150,000 to \$165,000 depending on qualifications and experience.

Application Process

- To apply, please email a resume, cover letter, and list of three professional references (including the nature of your working relationship with each) to hr@rightscenter.org. Use "Executive Director" as the subject line of your email.
- Applications will be reviewed on a rolling basis until the position is filled.
- The Center for Workers' Rights is an equal opportunity employer that does not discriminate on the basis of race, religion, disability, gender, nationality, ethnicity, sexual orientation, or any other prohibited category. We strongly encourage women, people of color, immigrants, LGBTQ, older persons, persons with disabilities, and all qualified persons to apply.