

## **JOB ANNOUNCEMENT**

### **Director, Demand & Advocacy** (Remote Work)

#### **ABOUT THE LCDA**

The Latino Corporate Directors Association (LCDA) is a community of US Latinos at the highest levels of corporate leadership and governance that are committed to paying it forward. Its mission is to develop, support, and increase the number of US Latinos on corporate boards. LCDA's strategy to accelerate Latino placements on corporate boards is focused on three areas: growing demand, growing supply, and raising awareness.

The Latino Corporate Directors Education Foundation (LCDEF) is the affiliated foundation of LCDA. Together with LCDA, the foundation is committed to paving the way for the next generation of US Latina and Latino corporate directors. Its strategic priority is to prepare, position and grow the supply of Latino C-Suite executives prepared for corporate board service and lead with research-based reports and thought leadership.

#### **JOB SUMMARY**

As the Director of Demand & Advocacy, you will work closely with the Vice President of Demand & Talent Services and other team members, to build, implement, and drive the organizations' demand and advocacy portfolios, including managing the [Latino Voices \(LV\) For Boardroom Equity initiative](#), an initiative focused on targeting and engaging US public companies lacking Latino/a representation. The Director also supports the strategic work of the LCDA Demand Committee focused on increasing commitment from companies for Latino/a candidates for board service. The position also manages the consultant(s)/contract support in related areas.

#### **OVERALL DUTIES & RESPONSIBILITIES**

*Grow Demand and Opportunities* – Lead the execution of LCDA's demand strategy, including engage LCDA members as assets, in the following areas:

- Engage companies and corporate boards: Design and execute a proactive effort to engage companies, including letter campaigns and systematic follow-up.
- Lead efforts with the Latino Voices (LV) coalition to raise awareness and company engagement. Leverage and promote the Latino Voices digital assets, including microsite and social media handles, to increase awareness, promote advocacy, and visibility of the LV campaign.
- Jointly with the VP & CEO, engage and manage strategic partners that influence board placement; this includes institutional investors, proxy advisors, Nasdaq, NYSE, NACorpSec, and other allies.
- Write Op-Eds and other communications for community and business leaders to amplify the importance of diversity and inclusion and elevate the LV initiative.
- Implement reporting protocols designed to track company engagement, identify board trends, analyze data, and align performance to overall goals.
- Support state/regional efforts led by LCDA Members. Be a resource to integrate local state coalitions, Chambers and director networks.
- Plan and prepare the Demand Committee calls: In coordination with the VP and Demand Committee, execute on deliverables related to the strategies to grow demand and increase opportunities to place

more qualified Latinos on boards. Engage the Committee on strategy and provide regular reports to the committee.

- Work together with key stakeholders and partners on special projects as needed.
- Optimize technology for effective and proficient database and project management, community engagement, metrics, reporting, reach, and impact.

**Activate Advocacy & Corporate Governance Opportunities** – Lead the execution of LCDA’s advocacy strategy, including:

- Monitor and direct federal and state advocacy and legislative strategies: Monitor state and national legislative activity related to board diversity. Follow the LCDA advocacy protocols to develop appropriate federal or state-level response/engagement. Engage state/regional member councils on relevant strategies and calls to action.
- Monitor corporate governance policy-making: Monitor and engage institutional investors, exchanges, and proxy advisors instituting diversity and inclusion policies.

**Cross-Functional Support**

- Collaborate closely with LCDA’s communication and research teams to develop targeted campaign messages, company lists and research data to support our advocacy work.
- Support the work of our cross-functional teams as needed by preparing press releases, executive summaries.

#### **SKILLS & QUALIFICATIONS:**

- Bachelor’s degree; masters highly desired.
- Minimum of 8 years’ of demonstrated experience in government affairs, diversity and inclusion, and or social campaign work (or combination of) developing and leading enterprise-wide strategies.
- Comfort and ability to engage and work with a varied set of business executive levels including but not limited to CEOs, corporate directors, and executive assistants.
- Has passion for advancing and promoting diversity or is motivated by mission based organizations and cultures.
- Exceptional writing, communications, and analytical skills; ability to develop messaging and deliver information to a diverse audience.
- A self-starter and self-motivated professional, who is creative and entrepreneurial; strong problem-solver who takes a solution-oriented and creative approach to challenges.
- The ability to think both abstractly and concretely, including comfort with ambiguity while still accomplishing meaningful results.
- Commitment to working with dynamic leadership and cross-functional teams, while able to also work independently and with the ability to manage multiple projects at a time.
- Personal qualities of integrity, credibility and a commitment to the mission of the organizations.
- Fully proficient in MS Office Suite of programs (Excel, PowerPoint, Word); Google docs, and some database and project management experience desired.
- Ability to work or adapt to LCDA’s operational tools including but not limited to Monday.com, BoardEx, and MemberLeap.
- Demonstrated success, preferably in the not-for-profit, association sector or start-up environment.
- Bilingual in Spanish and English a plus.

Interested candidates must be comfortable working remotely, as well as meeting in-person a minimum of 4 times a year for team meetings and LCDA-sponsored events.

**SALARY RANGE:** \$85K-\$115K; Depending on skills and experience; full-time, remote work

**PLEASE SEND RÉSUMÉ AND COVER LETTER TO:**

Latino Corporate Directors Association

Attention: Carmen T. Joge at [cjoge@latinocorporatedirectors.org](mailto:cjoge@latinocorporatedirectors.org)

**DISCLAIMER:**

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. LCDA is an equal opportunity employer and does not discriminate on the basis of race, gender, ethnicity, marital status, sexual orientation, or any other legally protected status.