**Associate Director (Bilingual: Spanish/English)**  
Application closing date: Open Until Filled

**Position Summary**

The Associate Director (AD) will work closely with the Executive Director and Director of Strategic Partnerships as part of a collaborative leadership team. The AD is responsible to actively build, strengthen, and formalize relationships with a variety of stakeholders, including community members, public and private sector service providers; local and state government leaders; corporations; charitable foundations; and faith-based organizations, helping them understand the Promotora Model, community-driven advocacy, and increasing access in order to support health equity. This also involves collaboratively supporting Cultivando’s organizational budget through grant writing and management, contract management, and fundraising.

**About Cultivando**

Cultivando is a leadership, advocacy, and capacity building organization. We work to strengthen and support Latin@ community leaders and agency partners to make sustainable changes in their communities through advocacy, policy change, and community-led action. We offer culturally-driven trainings focused on leadership development, advocacy, and effective collaboration. Cultivando works to connect community members and agency partners, in order to bring the voices of community members to the table where decisions are made that impact their lives.

**Position Duties and Responsibilities**

* Supports/Collaborates with ED around strategic planning and visioning
* Supports/Collaborates with ED to be sure that administration duties/finances are successfully managed and org systems are functioning effectively
* Support project/contract development and implementation with community partners to advance a just and equitable community.
  + Carry out project evaluation activities, reporting to funders, and informal reporting activities to Cultivando’s board and funders.

**Projects have included:**

* + Commerce City Latino Engagement Taskforce
  + City of Thornton Comp Plan (making sure the process is inclusive of the Latino community, and community needs and solutions are elevated, managing authentic community engagement led by Promotoras)
  + Training contracts with LiveWell Longmont, Garfield County Public Health, etc
* Act as a project manager for projects and contracts, communicating with partners and Promotoras to successfully execute projects with a focus on Promotora-led work and the community as the expert, helping partner organizations to see the strength of the model and the importance of community-driven work.
* Develop and give presentations about the organization to stakeholder groups and community partners.
* Support both staff and community Promotoras through training, one-on-one support, advocacy, and mentoring.
* Work collaboratively with staff to identify new potential foundation, individual, private, corporate, school and other organization partners.
* Work with the Cultivando staff to develop and execute an annual development strategy contracts and fundraising goals.
  + Secure financial support from individuals, foundations and corporations
* Submit proposals to engage potential partners on behalf of Cultivando in a timely and consistent manner. This includes developing concepts, gathering and formatting information and preparing clear communications.
* Generate content and support maintenance of Facebook and Twitter page, including website content; blogs, etc.

**Position Requirements**

* Commitment and belief in Cultivando’s mission and values.
* A commitment to equity, anti-racism, community-led mobilizing, community-driven nonprofits, and supporting the leadership of others.
* FULLY Bilingual (Spanish/English)—absolutely everything we do is in Spanish, half our staff only speak Spanish, and completely fluent Spanish is an absolute necessity. Two years of HS Spanish will cut it
* Demonstrated experience and cultural competence working with diverse communities.
* Demonstrated knowledge of issues relating to Promotoras, health equity, and at least three years of related work experience.
* Strong computer skills including Microsoft Office/PowerPoint/Excel.
* Excellent interpersonal skills necessary to develop and sustain professional relationships.
* Strong problem solving skills and creativity.
* Ability to work independently including setting own goals and direction while also working collaboratively.
* Strong public speaking and group facilitation skills.
* Evening and weekend work will be required.
* Kind, collaborative, and a joy to be around
* Willingness to learn and support fundraising efforts
* Attend all board and staff meetings
* This position is on a leadership track to take over as ED of the org in the near future. We do leadership and advocacy work in the Latino community and it is our value that this org should be led by someone of the community (current ED is white, and is looking to transition to another role in the org to live our values).

**Preferred Qualifications**

* Experience in strategic planning preferred
* Experience in fundraising
* Experience in building strategic community partnerships

**Salary and Benefits**

Job Hours: Full time  
Salary: $53,000-$60,000, annually, DOE   
Benefits offered: Paid Vacation/Sick/Holidays, health insurance reimbursement ($400/mo), cell phone reimbursement ($60/mo), flexible hours and ability to work from home, kind/supportive/collaborative team.

**Please email resume, cover letter, and three references to Erin Mooney at** [**erin@cultivando.org**](mailto:erin@cultivando.org)

Position will remain open until filled.

**MISSION: Cultivating community leadership to advance health equity through advocacy, collaboration, and policy change.**