EMPLOYMENT OPPORTUNITY:
DEPUTY DIRECTOR

Type: Contract (Renewable for 3 years)
Salary: $5,325 to $10,533 monthly
Title Code: Principal Public Administration Analyst
How to Apply: hr.mycareer.ucla.edu/applicants/Central?quickFind=78561
UCLA Requisition Number: 32136
Posting Expiration Date: March 8, 2020

Summary Statement:

UCLA Latino Policy & Politics Initiative champions nonpartisan, evidence-based domestic policy solutions that improve the economic, political, and social landscape for Latinos and other communities of color in states and localities across the U.S. through research, advocacy, civic engagement, and leadership development. LPPI leverages UCLA's cross-disciplinary strengths to create an enterprise-wide home for Latino policy with internal research programs focused on criminal justice, health access, housing and economic opportunity, and voting and democracy.

Under the general direction of LPPI's founding director and faculty directors of research, the Deputy Director serves as part of UCLA LPPI's executive team. Under the direction of UCLA LPPI's founding director, the Deputy Director will be responsible for the creation and implementation of core policy, initiatives, partnerships, and research projects, including securing and stewarding institutional and extramural resources to support this work. The Deputy Director will manage a dynamic team to develop and execute UCLA LPPI's short- and long-term goals and objectives. The Deputy Director is expected to provide advice and counsel UCLA LPPI's founding director, and serve as liaison with affiliated faculty, students, campus administrators, advisory board members, community partners, and philanthropic partners on a variety of issues.

Duties will include: developing and implementing strategies related to UCLA LPPI's research and advocacy agenda; designing and facilitating civic engagement initiatives and external-facing forums; leading a sustained and successful fundraising strategy; writing and editing academic and public scholarship; providing oversight for the organization's overall budget and financial reporting obligations; building and maintaining partnerships with community organizations and policy advocacy networks; overseeing the creation of strategic plans, budgets, and financial reports for donors, administrators, and faculty; and, with the founding director, hiring and supervising full-time staff and student policy fellows. The Deputy Director is also required to serve as the founding director's representative as needed in a wide variety of settings both on and off-campus to develop external partnerships, facilitate philanthropic opportunities, and increase the public profile and impact of UCLA LPPI.

Metrics for success will include the consistent, widespread, and successful amplification of LPPI's research, programs, and leadership development; the successful identification of philanthropic partnership opportunities in addition to successful management of large extramural grants; the integration and structuring of LPPI's core operational functions; and the growth and sustainability of the organization over time.

For more information about the position and a list of qualifications, please visit https://hr.mycareer.ucla.edu/ and type in requisition number 32136.