

## **Managing Director of Organizational Infrastructure Job Description**

**Organizational Description:** Founded in 1994, the National Latina Institute for Reproductive Justice (Latina Institute) builds Latine power to fight for the fundamental human right to reproductive health, dignity, and justice. We center Latine voices, mobilize our communities, transform the cultural narrative, and drive policy change. We amplify the grassroots power and thought leadership of Latine across the country to fuel a larger reproductive justice movement.

**Position Description:** Latina Institute seeks an innovative and strategic Managing Director who will lead the organization's internal operational teams, reimagine organizational infrastructure and systems, build our learning and development systems, and drive transformative change. The Managing Director will play a pivotal role in strategic planning, compliance oversight, organizational structure development, operations and finance oversight, and fostering cross-departmental collaboration to ensure Latina Institute achieves its mission. This role demands a visionary leader with a proven track record of advancing organizational culture and excellence, while centering equity and justice in decision-making and operations.

The Managing Director will work closely with the Executive Director as a thought partner, aligning priorities and driving the implementation of the organization's vision. They will foster collaboration across operations, finance, people and culture strengthening interdepartmental relationships to support program effectiveness and operational success. This role requires someone with the ability to reimagine processes, streamline systems, and establish a culture of transparency, inclusion, and accountability.

The Managing Director will provide leadership and coaching to senior directors, ensuring alignment with organizational goals and strategies. They will lead the development and execution of strategic initiatives, both nationally and at the state level, while upholding Latina Institute's commitment to reproductive justice, healing, equity, and dismantling anti-Blackness and within its practices and culture.

This position will provide direct supervision to Senior Directors across multiple functions, as well as oversee operations and technology staff, ensuring alignment with organizational goals and strategic priorities.

**Location:** Washington, D.C. (DMV area) or NYC area  
Hybrid (Office, In-Person Meetings/Events, and WFH) | Up to 15% Travel

Latina Institute operates as a remote organization but requires some roles to be based in specific locations with a hybrid work structure. Due to the nature of this role, you must be based in either the Washington, D.C. (DMV area) or NYC area and be able to work from the respective office spaces as needed. This role may also require occasional travel (up to 15%) to various locations nationwide to attend in-person events, meetings, and fulfill essential responsibilities.

**Employee Status:** Full Time, Exempt

Flexible 40 hours per week, typically Monday through Friday between 8am – 6pm EST

**Responsibilities include (but are not limited to):**

***Leadership & Strategic Planning***

- Serve as a key thought partner to the Executive Director, supporting the vision and priorities of the organization.
- Lead and manage complex, organization-wide strategic planning and restructuring efforts to align with Latina Institute's goals and mission.
- Partner with executive and state-level leadership to develop and implement innovative operations, data collection, security, and infrastructure strategies that center program needs.
- Reimagine and optimize the organizational structure, ensuring clarity in roles, responsibilities, and workflows.
- Monitor progress against strategic goals, evaluate outcomes, and identify opportunities for improvement.
- Guide the senior leadership team in fostering an equitable, inclusive, and high-performing organizational culture.

***Operational Oversight & Collaboration***

- Ensure efficient and effective delivery of services and programs, managing current and future growth with foresight.
- Collaborate with finance, HR, and operations to oversee sound financial planning, compliance, and resource allocation.
- Build rapport and strengthen interdepartmental relationships to enhance communication, consistency, and collaboration across teams.
- Facilitate and lead intra-departmental and cross-team planning sessions.
- Support cross-functional initiatives and develop internal systems to align operations with strategic program priorities.
- Travel quarterly to state sites to support state-level efforts and ensure alignment with national strategies.

***Cultural Leadership & Organizational Development***

- Advance Latina Institute's commitment to becoming a healing, anti-racist organization by leading equity and inclusion and combatting anti-blackness and anti-indigeneity (CABI) initiatives and addressing systemic inequities.
- Promote a culture of kindness, inclusion, and belonging that celebrates the diverse Latine x community and staff.
- Implement personnel policies in collaboration with the Director of People and Culture, ensuring alignment with organizational values and goals.
- Empower and motivate staff by overseeing and promoting professional development opportunities, performance management, and transparent communication.

**What You Will Need to Be Successful:**

- Minimum of 7 years of experience as a senior leader in the nonprofit sector, including people and resource management, strategic planning, organizational restructuring, and operations and compliance oversight.
- Bachelor's degree required; advanced degree preferred.
- Bilingual in Spanish and English strongly preferred.
- Proven ability to lead complex organizational change and positively impact culture.
- Expertise in human resources, talent development, and team management.
- Strong financial management skills, including budgeting and long-term planning.
- Experience in organizing, advocacy, or campaigns, particularly within the reproductive or social justice space.
- Demonstrated experience leading equity, and inclusion efforts at an organizational level, with a focus on dismantling anti-Blackness.
- Deep cultural competence across diverse Latine communities and regions.
- A collaborative leader and clear communicator (written and oral), with exceptional time management and organizational skills.

The Managing Director will be instrumental in reimagining Latina Institute's operations and strategies, positioning the organization to thrive while advancing its mission to achieve equity and justice for all Latine communities. If you are an empathetic, forward-thinking leader passionate about transformational change, we encourage you to apply.

**Salary Range:** \$165,000-\$175,000

**Benefits:** The Latina Institute offers excellent benefits for full-time employees, including health/vision/dental insurance, 401(k) benefits, vacation, and sick leave.

Our comprehensive package of benefits includes:

- Medical, dental, and vision plans
- Vacation, personal, wellness and sick time

- Retirement plan, including employer match
- Paid parental leave
- \$1000 towards professional/wellness development

**Application Procedure:** Please send your resume and cover letter via e-mail to [jobs@latinainstitute.org](mailto:jobs@latinainstitute.org). Please include in the subject line: **Applicant – Managing Director of Organizational Infrastructure**

*National Latina Institute for Reproductive Justice is an equal opportunity employer. We do not discriminate in employment opportunities or practices on the basis of actual or perceived race, color, religion, national origin, sex (including pregnancy, childbirth or related medical conditions), age, marital status, sexual orientation, gender identity or expression, veteran status, uniform service member status, disability or any other characteristic protected by law.*