

Coalition Director

Just San Bernardino Collaborative



Position Type: Full-Time, Exempt

Location: San Bernardino County, California (Hybrid)

Reports To: Steering Committee / Fiscal Sponsor Leadership

About Just SB:

Just San Bernardino Collaborative is a coalition of eight organizations working to advance inclusive economic opportunity and mobility through grassroots organizing and power building, community development, and racial equity work in San Bernardino and the broader Inland Empire regions. Just SB's core strategies include:

- Artist and creative industry worker development
- Experience and exposure to impactful careers in growing industries for students
- Environmental regulations to eliminate polluting industries and proactive investments to improve air and water quality.
- Collectively owned land and real estate development projects.
- Entrepreneurship and job opportunities and housing for all.

Summary:

The Coalition Director provides strategic leadership, coordination, and operational management for the **Just San Bernardino Coalition**, a collaborative network of community-based organizations working to advance racial equity, economic justice, and community power across San Bernardino County.

The Coalition Director works closely with coalition members, grassroots organizations, advocacy partners, and community leaders to advance the coalition's shared vision and strategic priorities. The Director facilitates collaboration across members, supports coalition governance, coordinates advocacy efforts, and manages communications, partnerships, fundraising, and organizational operations.

This role is central to strengthening the coalition's infrastructure, supporting community-led advocacy, and ensuring the coalition's work advances systems change and equitable outcomes across the region.

Coalition Building and Coordination

- Coordinate and work closely with coalition members and partner networks to advance the Just San Bernardino Coalition's vision, strategic priorities, and collective impact.

- Facilitate collaboration among coalition members to develop and implement an **Annual Workplan** aligned with the coalition's Strategic Plan and community priorities.
- Lead implementation of the coalition's Annual Workplan in partnership with the Steering Committee and coalition members.
- Support coalition governance by organizing and supporting **Steering Committee meetings**, including preparing materials, documenting meeting notes, and tracking follow-up actions.
- Lead or support the development and updating of the coalition's **Strategic Plan**.
- Foster strong relationships among coalition organizations to support collaboration, shared learning, and coordinated action.

Policy and Advocacy Coordination

- Lead coordination and implementation of policy and advocacy strategies aligned with coalition priorities and the Annual Workplan.
- Monitor local, county, and state policy developments affecting Black, Brown, and historically underinvested communities in San Bernardino County.
- Provide policy updates and strategic briefings to coalition members and identify opportunities for coordinated advocacy and civic engagement.
- Build and maintain relationships with **local elected officials, public agencies, and policy stakeholders**.
- Facilitate coalition processes to develop shared policy positions, messaging, and advocacy strategies.
- Develop policy briefs, advocacy materials, and public messaging to support coalition priorities.
- Coordinate coalition working groups and manage consultants supporting policy research, advocacy campaigns, or strategic initiatives.

Organizational Management and Operations

- Oversee the coalition's day-to-day operations, ensuring efficient processes and consistent execution of coalition programs and initiatives.
- Maintain open and transparent communication with the Steering Committee and coalition leadership, providing timely information to support effective decision-making.
- Manage staff, contractors, consultants, and volunteers, fostering a positive, inclusive, and collaborative work culture.
- Establish operational systems and processes that strengthen coalition infrastructure and sustainability.
- Ensure that coalition activities adhere to all relevant legal, regulatory, and ethical standards.

Partnership and Stakeholder Engagement

- Serve as the primary public spokesperson for the coalition, representing its mission and priorities to the media, policymakers, funders, and the broader community.
- Build and maintain strong relationships with diverse stakeholders, including community partners, philanthropic organizations, donors, and government entities.

- Identify and cultivate new partnerships and collaborative opportunities that advance the coalition's mission and strategic priorities.
- Strengthen relationships between coalition members and regional partners to amplify collective impact.

Communications and Events

- Assist in the facilitation and coordination coalition meetings
- Manage and oversee coalition communications strategy including:
 - Timely updates to platforms, including website, newsletters, and social media channels.
 - Communications messaging strategies that amplify coalition priorities, elevate community voices, and support advocacy campaigns.
 - Coordination of press releases, public statements, and media communications related to coalition initiatives.
- Engage with local and regional media outlets to elevate coalition issues and community perspectives.
- Serve as a spokesperson at public forums, community events, and policy hearings as appropriate.
- Coordinate coalition-led conferences, community events, and public campaigns aligned with coalition priorities.

Fundraising and Financial Oversight

- Lead comprehensive fundraising efforts, including individual giving, major gifts, corporate sponsorships, and grant writing.
- Identify new funding opportunities that support the coalition's growth and long-term sustainability.
- Collaborate with the Steering Committee and finance partners to develop and manage the coalition's annual budget.
- Oversee financial performance and ensure responsible financial management and compliance with applicable regulations.
- Ensure financial practices support transparency, accountability, and long-term sustainability.

Planning, Reporting, and Administration

- Work with coalition leadership to establish annual goals, objectives, and performance indicators.
- Prepare narrative and financial reports for coalition leadership, funders, and external stakeholders.
- Assist with grant proposals, funding applications, and partnership opportunities.
- Maintain compliance with applicable advocacy or lobbying reporting requirements.
- Perform other duties necessary to support the effective operation and growth of the coalition.

Skills and Competencies

Strategic Thinker: Ability to translate a broad vision into a clear and actionable strategic plan that advances coalition goals

Initiator: Ability to drive work independently, manage assignments, stay organized and meet tight deadlines.

Relationship Builder: Exceptional interpersonal skills and ability to build trust and consensus among diverse partners and stakeholders.

Communicator; Excellent public speaking, written, and verbal communication skills with the ability to represent the coalition effectively.

Problem Solver: Creative and resourceful with the capacity to navigate complex challenges, manage competing priorities, and resolve conflict.

Mission Driven: Deep commitment to advancing equity, justice, and community-centered change aligned with the coalition's mission.

Technology Proficiency: Strong proficiency with Microsoft Office (Word, Excel, PowerPoint), Google Workspace, virtual meeting platforms, and digital communications tools.

Qualifications

Education

- Bachelor's degree from a regionally accredited college or university or equivalent work experience required
Master's degree in public administration, nonprofit management, public policy, or a related field preferred.

Experience

- At least **7–10 years of senior nonprofit management experience**, including demonstrated leadership of programs, staff, or collaborative initiatives.
- Demonstrated experience working in **collaborative or coalition environments**, with the ability to engage and lead diverse groups toward shared goals.
- Experience in **fundraising, financial management, and external relations**, including grant development and donor engagement.
- Experience working with community-based organizations, advocacy initiatives, or social justice movements preferred.

Requirements

- Candidates must have **reliable personal transportation available for job-related travel**.

- Valid **California Driver's License and automobile insurance** required.

Salary & Benefits

This is a full-time [exempt](#) position with an annual salary range of \$125,000-\$150,000 commensurate with experience. Benefits include 401k, medical, dental, vision, sick and vacation time, and 16 paid holidays a year.

Work Schedule

Must be available Monday-Friday from 8am-8pm. The regular schedule will include some evenings, weekends and travel.

Application Process

This position will be available immediately. Application materials are now being accepted. Review of resumes will begin immediately and continue until the position is filled. The position may close when an adequate number of qualified applications are received.

How to Apply: Interested and QUALIFIED candidates should email the following:

1. Cover Letter - Include 1) qualifications, experience and desire to work with diverse organizations to build the economic future of San Bernardino; and submit a response to the following prompt:
Please describe a time when you led or coordinated a coalition, partnership, or collaborative initiative involving multiple organizations or stakeholders. What was your role, what challenges did you encounter, and what strategies did you use to build alignment and move the work forward?
2. Current Resume
3. Professional References (3) - Include Name, Title & Company, phone number

Please send cover letter, resume and references to: justsb@bluedfoundation.org

For information, please visit www.justsb.org