



Empowering Activists.....Building Power.....Creating Lasting Change

CHIEF OPERATING OFFICER

EXECUTIVE RECRUITMENT

Conducted by



THE HAWKINS
C O M P A N Y

*Executive Search Consultants
Connecting Leaders; Affecting Change*

OPPORTUNITY

Becoming the Chief Operating Officer at Community Coalition will allow a proven organizational leader to have tremendous impact on the future of South Los Angeles and work for one of the premier Black and Brown transformational community-based organizations in the United States. As a skilled leader with passion for improving the lives of underserved individuals and communities of color, this is the position and the place to create lasting change and be part of an impactful movement. Working with some of the smartest, committed and authentic activists, the COO will be at the forefront of playing a major role in developing organizational infrastructure, people and systems to power a movement that is about the business of making lasting change. We invite you to read more and consider this unique career opportunity.

Mission Statement

To help transform the social and economic conditions in South Los Angeles that foster addiction, crime, violence and poverty by building a community institution capable of involving thousands in creating, influencing and changing public policy.

ORGANIZATION OVERVIEW

Community Coalition (the Coalition) has been in existence for 28 years. Starting as a grassroots movement in 1990 by concerned community leaders including U.S. Representative Karen Bass, who served as its founding Executive Director, and Los Angeles County Supervisor, Mark Ridley-Thomas, who served as their founding Board Chair, the Coalition wanted to change the quality of life in South Los Angeles. The short-term goal was to address the crack cocaine epidemic that had swept through South Los Angeles and look at the City's repressive response, in an effort, to reshape the discussion. The long-term goal was to address, through community organizing and public policy advocacy, the root causes of the epidemic and become a community catalyst for sustainable change and improvement throughout South Los Angeles and beyond.

Today, the Coalition is a premiere non-profit social justice organization working to address social, educational, health and economic conditions in South LA by empowering every day residents to fight for policy solutions that build up the community. Community Coalition has built a groundbreaking community driven approach to creating change. The Coalition elevates the voices of the community, shifts power to the residents, and tackles the root causes of poverty, crime and violence. Community Coalition is creating a more prosperous, safer and healthier South LA.

The Coalition is best known for its projects and victories including stopping the expansion of liquor stores in South LA, supporting gang violence prevention programs, creating foster and family care support programs, fighting for equitable public education funding and services for students and families in South LA, hosting art and music festivals and community art events. The Coalition has also registered and mobilized thousands of voters in South LA, participated in the process to create a federal Promise Zone for South Los Angeles and created leadership opportunities for young people through the South Central Youth Empowered Thru Action program and Freedom Schools, among other projects.

Under the energetic leadership of its President & CEO, Alberto Retana, a highly engaged Board of Directors, committed staff, and passionate volunteers/members, Community Coalition is transforming the landscape of South Los Angeles. In 2010, the Coalition purchased the property where the organization has been housed since 1997, to create a state of the art committed community institution that can involve

thousands in transforming South Los Angeles. Today, the Coalition consists of 37 FTEs, 10-40 seasonal staff, and a dedicated, committed group of members, volunteers and supporters. The current operating budget is \$6 million.

FOR ADDITIONAL INFORMATION ON COMMUNITY COALITION, VISIT www.cocosouthla.org

CHIEF OPERATING OFFICER

Reporting to the President & CEO, the Chief Operating Officer (COO) is a key member of the executive team and is responsible for managing the core operations of the organization. The primary focus of the COO is operationalizing the organization's vision through strategic and tactical operations management and organizational development. The COO will lead the development, design, operation, improvement and implementation of the organizational systems, operational plans and structures that facilitate the delivery of the Coalition's impactful products, programs and services. Although the President & CEO retains overall accountability, the COO provides leadership and supervision to department directors on implementation of program direction and day-to-day work.

The Coalition is experiencing a time of significant growth and the COO will play a critical role in scaling up the organization's structure and developing the human capital to realize the organization's next level of impact. To facilitate the Coalition's growth, the COO will work on accomplishing the following key priorities:

1. Develop a clear plan to strengthen the overall Human Capital Management System to enhance operational and people alignment through effective recruitment and selection; training and development; succession planning; employee retention; and organizational health.
2. Ensure high execution of the Coalition's programs, processes and internal structures to meet organizational priorities and annual goals. Recommend appropriate system improvements to enhance operational effectiveness in alignment with both institutional accountability and funder requirements.
3. Prepare the organization for the upcoming strategic planning process and the execution of the resulting annual business plans and performance standards.
4. Formalize systems of accountability and communications that focus on building a healthy and productive work culture that fosters the values of the Coalition.

The Ideal Chief Operating Officer:

The Chief Operating Officer must be familiar with South Los Angeles and issues impacting the community. The ideal candidate should possess a track record of superior performance, inspirational leadership with the capacity to match the strengths and capacities of staff with the caliber of Community Coalition's member leaders, high quality standard of excellence in community and/or political organizing. The ideal candidate will be a strong collaborator, system thinker, servant leader and team builder. Candidates must possess a minimum of five years of progressively responsible experience as an executive or leader in a social justice, community development or other "place-based change" organization. Candidates could also come from an executive position in labor, government agency, foundations and/or organizational development management consulting. Successful candidates must demonstrate the ability to successfully direct, manage and support the day to day initiatives, programs and activities of Community Coalition with passion, rigor and determination while holding staff accountable. Interested individuals must be committed to working with underserved populations and be able to build, support and

inspire staff at all levels to achieve excellence in pursuit of the Coalition's mission, values, goals. and objectives. Strong interpersonal and writing skills are essential and the ability to strategically manage and execute tactical plans with limited resources is crucial.

Essential Duties and Responsibilities:

Lead strategic planning development & implementation

- Oversee the strategic planning process every 3-5 years;
- Oversee annual year-end planning process to reflect the strategic direction of the organization;
- Ensure regular organizational planning, reflection & discovery;
- Give regular progress reports to the Board of Directors;
- Oversee the overall recruitment, training and evaluation of Coalition staff in accordance with the organization's mission, values and strategic priorities;
- Provide concentrated leadership and support to Directors, including the Human Resources Director and Director of Organizational Efficacy, as well as other staff leadership;
- Oversee recruitment and selection of new staff and staff leadership;
- Oversee retention of staff and leadership through political and professional trainings and development, and provision of competitive compensation & benefits packages;
- Oversee both the formal and informal staff performance evaluation process;
- Give regular progress reports to the Board of Directors.

Contribute to overall strategic and political leadership for the organization to ensure its stability and growth

- Work closely with President & CEO, Executive Vice President and Vice President of Organizational Development to develop vision, strategy and goals for the organization;
- Work with Development Director, Organizing Director and Public Contracts Manager to ensure cohesion between organizational priorities and grant/contract deliverables to ensure strong relationships with funders;
- Support the Collective Management Team in its efforts to provide political leadership and day-to-day management of the organization;
- Give regular progress reports to the Board of Directors.

Qualifications include:

- At least five years of executive and/or management level experience; Experience at the C suite level is desirable;
- Graduation from an accredited college or university with a degree in public or business administration, non-profit management, public health, social welfare or a closely related field; Advance degree is desirable;
- Experience working with a collaborative senior leadership team that practices consensus decision making and ability to work closely with a volunteer board that is active and engaged are highly desirable;
- Skill in supervising teams of employees and maximizing their development and productivity in a professional setting;
- Experience with putting together a big-picture strategy, as well as the ability to execute details successfully;
- Skill in independently prioritizing, planning, coordinating, organizing, leading and monitoring multiple organizational projects of a complex nature simultaneously and quickly adapting to changes in time frames;

- Skill in communicating effectively, both orally and in writing;
- Highly effective organizational and time management skills;
- Skill in researching and analyzing issues and offering creative solutions;
- Exemplary customer service skills including the ability to identify needs, provide prompt response, and exercise patience, respect and professionalism in all interactions;
- Highly proficient computer skills including Word, Excel, PowerPoint, and email applications; and
- Principles and practices of social change and social justice including foundational theories, techniques, measures, and principles; and
- Fund development experience including grant solicitation, application, and management would be helpful.

COMPENSATION

Community Coalition offers a competitive salary and employment benefit package commensurate with qualifications and experience.

The Chief Operating Officer recruitment is being conducted by The Hawkins Company (search consultants). They will review all written materials submitted and will screen and evaluate candidates. Only the most highly qualified candidates will be invited to participate in an on-site interview. Interested and qualified individuals are invited to submit electronically to coco.coo@thehawkinscompany.com, please include your resume and a cover letter that outlines why you are interested in joining Community Coalition, your relevant accomplishments relative to leading transformative efforts and key attributes you would bring to this position. **Materials received by August 10, 2018, will receive first consideration. The position is opened until filled.**

Community Coalition is an Equal Opportunity Employer. People of all races, religions, and gender identities are encouraged to apply.

The Hawkins Company
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Confidential inquiries are encouraged and can be directed to Bill Hawkins, 310-348-8800; bill@thehawkinscompany.com or Brett Byers, 323-403-8279, brett@thehawkinscompany.com, or Yonnine Hawkins, 323-252-1655; yonnine@thehawkinscompany.com

2018 COMMUNITY COALITION ORGANIZATION CHART

