

PRESIDENT/CEO
DRAFT POSITION PROFILE



COMMUNITY BUILD, INC.
Los Angeles, California

THE HAWKINS COMPANY

8939 S. Sepulveda Blvd., # 110-216, Los Angeles, California 90045
11040 Bollinger Canyon Road, #E-216, San Ramon, California 94582

310-348-8800

Website: www.thehawkinscompany.com



COMMUNITY BUILD, INC.

HISTORY

Community Build, Inc. (Community Build) is a 501(c)(3) non-profit community development corporation (CDC) established in 1992, in response to the conditions that led to the Los Angeles Civil Unrest that year. Community Build was founded with the support and assistance of Congresswoman Maxine Waters and seven organizations: Black Women's Forum, Inc., Broadway Federal Bank, Brotherhood Crusade, Family Savings Bank, Founders National Bank, 100 Black Men of Los Angeles, and Watts Health Foundation.

MISSION

Community Build's mission is to revitalize low income communities in South Los Angeles through human capital development, community economic development and commercial economic development.

Community Build believes that youth and young adults are a tremendous resource. The organization strives to empower the community by investing, training, and equipping young people with the necessary confidence, skills, and resources they need to become active participants and contributors to the local and global economies.

The programs offered by Community Build focus not only on developing marketable skills and providing employability training, but also on providing educational and long-term career counseling to underserved young people in South Los Angeles. Community Build recognizes the importance of meeting the immediate needs of the communities and residents they serve through:

Human Capital Investment

Community Build opened the Youth and Community Center in 1994, Community Build has provided education, training, employment, and supportive services to over 26,000 youth and young adults; with emphasis, over the past seventeen years, on outreach and programs for at-risk youth, out-of-school youth, foster youth, youth offenders, gang-involved youth, first-generation college bound youth, and families. Services are provided at multiple sites throughout Community Build's service areas.

Community Economic Development

Community Build's programs reinforce paths to self-sufficiency through community economic development services. Case managed residents develop critical competencies and access resources such as family support, delinquency prevention, gang intervention, employability skills, college persistence, financial counseling, tax return, FASFA preparation, health promotion, crisis intervention, emergency intervention, and other services to promote the independence of fragile, low-income persons. Community Build's sustainable communities' framework involves agency planners, civic groups, neighborhood associations, and grassroots organizations and promotes youth participation and anti-displacement in community development in the Crenshaw Corridor.

Commercial Economic Development

Community Build developed a 25,000 square foot office/retail complex and pocket park on Degnan Boulevard in Leimert Park on two sites burned down in 1992. As administrator (2006-2018) of the Greater Leimert Park Village/Crenshaw Corridor Property Business Improvement District (BID), Community Build provides beautification, marketing, outreach, public safety projects, and convenes stakeholders to improve business and commercial expansion.

The Youth and Community Center located at 8730 South Vermont Avenue, was renovated and expanded to nearly 9,000 square feet and includes a community garden and skate park to expand recreation activities on the campus.

Currently, Community Build is involved with the “88th & Vermont” project which began construction on April 2, 2018 and will include 60 units of permanent supportive housing for chronically homeless persons and low-income families, and a 9,000 square foot youth and community center, including a café and roof-top terrace, scheduled to be completed in 2019.

PRESIDENT/CEO

Reporting to the Board of Directors, the President & CEO is responsible for ensuring that the organization has a long-range strategy, which achieves its mission while making consistent and timely progress. The President/CEO is responsible for general oversight of all organizational business matters, programs and services. The President/CEO serves as the executive director of the organization and is the authorized signatory for all contracts and grants. The President/CEO works with the Board of Directors to govern the organization and its affairs, including public and private funded grants and contracts. This position is responsible for being the chief spokesperson for Community Build and serves as the face of the organization externally. Other duties include resource development, budget development and management, new business development, performance management, organizational development, and personnel management.

Top Priorities for the CEO include the following:

1. Conduct a comprehensive organizational assessment of people and programs (which may include a SWOT analysis and efficiency review) of Community Build’s Programs and Economic Development Projects;
2. Assist the Board in developing and implementing a strategic plan that is in alignment with Community Build’s core values and vision, while meeting the current and future needs of the organization’s constituencies;
3. Ensure the timely completion of the “88th & Vermont” project, while exploring other development opportunities and partnerships;
4. Lead organizational development efforts including board development, succession planning, and long-term financial sustainability including increasing unrestricted funding sources;

5. Maintain and strengthen relationships with elected and appointed officials, funders, corporate and business partners, and other community-based institutions, while enhancing Community Build's visibility and brand,
6. Manage Community Build as a mission-oriented nonprofit in an increasingly political environment.

Specific responsibilities include, but are not limited to the following:

- Under the direction of the Board of Directors, the President & CEO will lead, direct, and manage the work of all Community Build's staff to ensure "best in class" program service delivery for all program participants;
- In conjunction with the executive management team, identify new program services and growth opportunities that will enable Community Build to achieve its strategic objectives and ensure long-term viability as a key African American community development corporation that meets the unique needs of underserved groups in South Los Angeles and adjacent service areas;
- Actively pursue and secure contracts and grants, while exploring feasible real estate economic development opportunities to ensure organizational fiscal health, growth, viability and sustainability;
- Prepare and present periodic reports on the performance, progress and impact of Community Build's operations to the Board; ensure that all mandatory contracts and financial reporting is completed and submitted on time; and address any organizational compliance issues in a timely manner;
- Manage a rigorous and continuous review of all Community Build's services, programs, and economic development projects to enhance effectiveness and efficiencies; make appropriate recommendations for expansions, consolidations, and discontinuations; and incubate new and creative models for community economic development that lead to transformative and sustainable quality of life improvements in South Los Angeles and beyond;
- Develop strong performance measures for accountability and evaluations that are consistent across all operations and adhere to Community Build's organizational objectives;
- Enhance reporting mechanisms and systems that are data driven, outcome focused and relevant;
- Participate, conduct and/or supervise the recruitment, selection, evaluation, and development of subordinate staff necessary to carry out Community Build's mission, goals and objectives; provide guidance and direction to the executive team and staff to ensure that progress is being achieved, objectives are being met, and stakeholders/participants are being served effectively;
- Implement a rigorous staff development and training program that focuses on building a team of highly skilled and effective team members who are equipped and empowered to lead and/or contribute to the work of the organization; create an environment that fosters staff feedback, innovation and open dialogue, while incorporating performance evaluations and growth opportunities;

- Provide one-on-one coaching for direct reports and assist them in developing strong management and leadership competencies;
- Develop and manage budgets to maintain the fiscal health of Community Build; make budget recommendations as needed; ensure each operational area is managed in a fiscally responsible manner; and address irregularities immediately;
- Stay informed regarding community development trends; monitor political issues and policies locally and nationally that may impact Community Build's agenda;
- Represent Community Build in a manner that promotes trust and reflects operational excellence in the political, social justice, social equity, youth development and community economic development arenas;
- Perform other duties as required or delegated by the Board.

Qualifications and Experience:

The President/CEO must possess a track record of superior performance and leadership in community development with an emphasis on working with multi-cultural, low-income populations in youth development and enrichment; workforce training and development; and/or community economic development. The key competencies for this position include: (1) government contracting, (2) experience working in a political environment, (3) skilled in fundraising and grant development, (4) and strong entrepreneurial skills.

IDEAL CANDIDATE:

- Possess a bachelor's degree from an accredited college or university (advanced degree desirable) with a minimum of 4 years of progressively responsible experience as a senior executive in a community-based organization focused on social services, social justice and/or community economic development. Alternatively, individuals from foundations, government agencies or corporate enterprises with experience in social services, workforce training and development, community development, real estate development or other closely related field would be considered;
- Passionate about working with underserved populations with an emphasis on disconnected youth and community economic development;
- Organizational leader who can inspire and foster trust, collaboration and respect within the organization, among the broader community and with key partners:
- Strong strategic planning and operational implementation skills; results-oriented, mission-driven, and community-centric;
- Commands and exhibits integrity, humility, transparency and accountability;
- Prior experience building an effective relationship with a volunteer board and its leadership;
- Highly skilled in financial and resource management at the executive and/or senior management level;
- Able to manage staff in a human services related nonprofit organization or business with a concentration of delivering customer focused service delivery systems.

Key Leadership Attributes (Skills, knowledge and abilities)

Visionary Leader

- Big picture and forward thinker with the ability to craft long-range plans and lead community transformational efforts;
- Inspirational with the ability to motivate and encourage.
- Change-agent;
- Creative, innovative and knowledgeable about building partnerships to achieve successful outcomes.

Community Leader

- Politically connected and respected; a coalition and consensus builder;
- Values-driven, moral and ethical;
- Track record of community involvement and committed to making a difference;
- Compassionate and credible leader.

Organizational Leader

- Ability to build and design infrastructures that support the mission and values of the organization;
- Demonstrated success in building a sustainable results-oriented enterprise;
- Success in driving scalable social impact through nonprofit, government and social enterprise.
- Metrics-driven approach to organizational management.

Operational Leader

- Skilled fundraiser with a track record of generating operating revenue, including success with high net worth individual donors, foundations, and government agencies;
- Experience leading community economic development is desirable; knowledgeable of social enterprises;
- Skilled in operational development and management;
- Computer literacy including word processing, spreadsheet software, data base applications and contact management software;
- Comfortable using social media;
- Skills in marketing and nonprofit branding and social enterprise.

Key Personal Attributes

- Results oriented, data and outcome driven;
- Decisive, ambitious, energetic, focused, and persuasive;
- Excellent verbal and written communication skills; articulate, effective and inspiring communicator;
- Politically astute;
- Unquestionable integrity and ethics;
- Creative, flexible and inclusive; consensus builder;
- Entrepreneurial spirit; high energy, self-starter; humble and passionate;

- Personable, enthusiastic, candid and fair, sense of humor.

COMPENSATION

Community Build offers a competitive salary and employment benefits package commensurate with qualifications and experience.

To apply for this outstanding opportunity, please electronically submit your resume and a cover letter of interest to W.D. Hawkins, The Hawkins Company, ceo.cb@thehawkinscompany.com. The letter of interest should outline why you are interested in joining Community Build, your relevant accomplishments and the key attributes you would bring to this position. Please forward materials by January 18, 2019 for first consideration. The position will be opened until filled. Materials can also be mailed to:

William D. Hawkins, President
The Hawkins Company
8939 S. Sepulveda Blvd., Suite 110-216
Los Angeles, California 90045

Confidential inquiries are encouraged and can be directed to Bill Hawkins at 310-348-8800, or via email at bill@thehawkinscompany.com. Alternatively, inquiries may be directed to Yonnine Hawkins at 323-252-1655, or via email at yonnine@thehawkinscompany.com.

This job profile has been designed to indicate the general nature and level of work performed by the President/CEO. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of the President/CEO to perform in this job.

COMMUNITY BUILD IS AN EQUAL OPPORTUNITY EMPLOYER