



## **EXECUTIVE DIRECTOR POSITION DESCRIPTION**

### **ORGANIZATION**

The Long Beach Center for Economic Inclusion (LBCEI) is a new non-profit Community Development Corporation (CDC) with a mission to expand inclusive economic opportunities to build and sustain wealth for all communities in Long Beach. We envision a Long Beach where entrepreneurs, youth, workers, and individuals have the tools and opportunities to successfully build vibrant neighborhoods, successful businesses, and healthy, resilient families. LBCEI will seek out organizations (nonprofits and small businesses) in the community that support economic opportunities and connect them to resources to help them expand or grow the work they are doing in underserved communities. With a focus on entrepreneurship and small business support; workforce and youth development; affordable housing and homeownership; and economic resiliency, LBCEI serves as a resource hub connecting community-based organization's to resources that enable them to serve their constituents and promote economic opportunity.

### **MISSION**

Long Beach Center for Economic Inclusion (LBCEI) is a 501(C)3 Community Development Corporation that expands inclusive economic opportunities to build and sustain wealth for all communities in Long Beach. LBCEI values include:

- BRINGING EVERYONE IN
- AN ECONOMY FOR ALL
- ACCESS TO CAPITAL
- INCLUSIVE OPPORTUNITY

### **HISTORY**

Establishing a Community Development Corporation (CDC) was an objective of the 'Everyone In' Economic Inclusion Initiative and an undertaking of a core group of community partners: Long Beach City Councilmember Rex Richardson, the 'Everyone In' Implementation Committee, Long Beach Community Action Partnership, Wells Fargo, and the City of Long Beach. In June 2019, the Long Beach City Council unanimously approved the 'Everyone In' Implementation Plan, a comprehensive outline of five key recommendations that would help expand access to economic opportunity in the areas of Small Business and Diverse Entrepreneurship, Procurement, Workforce and Youth Development, Connectedness (Economic Resiliency), Housing and Homeownership. The recommendation to support the establishment of a Community Development Corporation (CDC) that facilitates economic development at the neighborhood-level was included in this package of economic inclusion recommendations. Following its approval, Wells Fargo awarded Long Beach Community Action Partnership, as a fiscal sponsor, \$115,000 in grant funding to support the CDC's startup process.

## **POSITION SUMMARY**

The Long Beach Center for Economic Inclusion (LBCEI) is a newly formed non-profit Community Development Corporation (CDC) with a goal to expand inclusive economic opportunities to build and sustain wealth for underserved communities throughout Long Beach. Reporting to the Board of Directors, the Executive Director will have overall strategic and operational responsibility for LBCEI staff, strategic partnerships and their associated programs, organizational development & expansion, and execution of LBCEI's mission. LBCEI envisions a Long Beach where entrepreneurs, youth, workers, and individuals have the tools and opportunities to successfully build vibrant neighborhoods, successful businesses, and healthy, resilient families. LBCEI will seek out organizations (nonprofits and small businesses) in the community that support economic opportunities and connect them to resources to help them expand or grow the work they are doing in underserved communities. The Executive Director (ED) acts as chief spokesperson and advocate for LBCEI and is a key interface with community partners and financial supporters including corporations, foundations, and public agencies. The focus is on entrepreneurship and small business support; workforce and youth development; affordable housing and homeownership; and economic resiliency. The responsibilities and duties of the Executive Director are varied and may change at any time based upon the needs of the community and directive of the Board of Directors. The initial budget is \$350,000 with several potential contracts to manage 2-3 Business Improvement Districts (BID).

## **KEY PRIORITIES FOR EXECUTIVE DIRECTOR**

- Conduct a needs assessment and develop an action plan.
- Finalize establishment of LBCEI permanent location prepare for a kickoff open house event.
- Develop plan for raising 300K-500K from diverse revenue sources.
- Broaden relationships with key elected officials, funders, foundations and strategic partners.
- Strengthen the infrastructure; hire staff as needed and secure interns and volunteers.
- Begin board development efforts including board recruitment.
- Manage a Business Improvement District (PBID).

## **MAJOR RESPONSIBILITIES**

### Administration and Board Relations

- Provide the Board of Directors with key information to assist members in reaching decisions and in formulating necessary policies and procedures.
- Report regularly to the Board of Directors regarding organizational objectives, financial status of the organization, and other issues relevant to the Board of Directors.
- Is an active participant in Board and committee meetings.
- Ensure sound administrative and financial systems, and policies are in place to protect the integrity and operational effectiveness of LBCEI in accordance with all federal, state, and local laws and regulations, and non-profit business best practices.
- Work in conjunction with Board to establish organizational priorities.
- Develop appropriate human resources policies and procedures that will support the growth of LBCEI.
- Ensure operational procedures are maintained and updated per corporate laws and board guidelines.
- Work closely with Board to identify, recruit, and orient new board members who add value to LBCEI.
- Maintain effective Board communications by providing reports, attending committee meetings, preparing Board meetings, and building relationships with individual members and the full board.
- Develop and executes a Board approved annual action plan, strategic plan, and reports progress to the Board of Directors on a regular basis.

- Hire and train staff to manage LBCEI activities.

#### Fundraising & Relationship Development

- Serve as a visible and credible representative of LBCEI to key partners, funders, and at community events to further the organization's mission and goals.
- Develop a fund development plan aimed at securing funding required to achieve short and long-range goals for the organization.
- Maintain existing and develop new relationships with elected officials, corporate and foundation funders, and other community leaders and partners to support the mission of LBCEI.
- Develop positive relationships with outside groups and organizations to promote cooperation and good working relationships.
- Cultivate new funder relations to diversify revenue streams.

#### Operational Planning, Delivery, and Evaluation

- Ensure that existing partnership are sustained and strengthen as LBCEI implements its action plan.
- Develop staffing plan that includes interns, volunteers, and consultants to meet LBCEI operational needs.
- Promote a positive work environment that attracts, motivates, and retains the best talent available.
- Direct efforts to develop measurement tools and data analytics to assess impact of LBCEI initiatives.
- Negotiate contracts and grants under Board approval.
- Manage all direct reports and oversees all assigned staff.
- Evaluate partnerships and initiatives and makes appropriate adjustments based on the Boards goals and objectives.
- Prepare and present periodic reports on LBCEI successes and plans for future endeavors.

#### Community Engagement and Brand Management

- Maintain active presence in the community to promote the work and growth of LBCEI.
- Partner with other community development organizations to identify new opportunities that build supportive efforts to enhance job creation, economic development, affordable housing, and workforce development objectives.
- Incorporate the use of social media platforms to promote LBCEI's work and develop a communication strategy that enhances LBCEI credibility as a leader in community economic development in Long Beach.
- Accept speaking engagement opportunities that further promote sustained community economic development.

#### Qualifications

- Minimum of 10 years of experience; five to seven years of relevant executive leadership experience and a strong commitment to community economic development including budget and staff management experience.
- Strong entrepreneurial skills with a results-oriented leadership style.
- Background and experience in at least one of the four mission-based focus areas – Housing and Home

Ownership, Entrepreneurship & Small Business Support, Workforce & Youth Development, or Economic Resiliency/Connectedness.

- Graduation from a college or university with a degree in business, public administration, marketing, economics or closely related field; an advanced degree would be desirable.

### Experience

- Business development and marketing skills including proposal development grant writing.
- Financial management including budget development, budget management, financial reporting.
- Supervisory experience including hiring and staff development and performance management.
- Working knowledge of business software needed to manage a start-up enterprise.
- Experience in fundraising and donor cultivation skills.
- Knowledgeable of contract negotiations, including fee for services arrangements, subcontractor agreements, and government procurement processes.
- Familiarity with community economic development best practices and programs in Los Angeles County.
- Outstanding interpersonal and relationship building skills and experience.
- Strong and effective writing, communication, and marketing skills.
- Visionary with big picture perspective.
- Exceptional collaboration and consensus building skills.
- Team builder and team player.
- Inspiring personality, personable and strong presentation skills.

### **CORE COMPETENCIES**

To perform effectively in this position, the individual should demonstrate the following competencies:

- Job Knowledge – Understand and keep current on the technical aspects of managing a nonprofit organization; the duties and responsibilities of the position; and the development, policy and outreach goals of the organization.
- Organizational Management – Familiar with the basic principles of managing people and organizations.
- Financial Management – Understand how to use effective systems of internal controls to account for and report all receipts and expenditures of funds; understand budgeting and forecasting and know how to read standard financial reports such as profit and loss statements and balance sheets.
- Leadership and Initiative – Thinks strategically; able to create and communicate a vision of the future and empower people toward its realization; provides strong leadership and strategic planning both internally and externally; displays initiative in developing action plans and resolving problems as they occur; has strong interpersonal skills and abilities; can organize and deploy resources to effectively achieve organizational goals and objectives.
- Development and Fundraising – Familiar with various forms of fundraising and development in the nonprofit sector.
- Communications – Has strong writing and speaking skills; able to communicate effectively with multiple internal and external audiences with varying backgrounds and interests; can clearly and succinctly

present and analyze issues and potential actions orally and in writing.

## **COMPENSATION AND APPLICATION PROCESS**

LBCEI offers a competitive salary and benefits package appropriate to the qualifications and experience required for the position.

The position is open until filled. First consideration will be given to applications received by **April 2, 2021**. To apply for this outstanding opportunity, please electronically submit your resume and a cover letter of interest to The Hawkins Company at [lbcei.ed@thehawkinscompany.com](mailto:lbcei.ed@thehawkinscompany.com). The letter of interest should outline why you are interested in joining LBCEI, your relevant experience and accomplishments. Please provide two examples of why you would be a strong candidate and the key attributes you would bring to this position. Confidential inquiries are encouraged and can be directed to:

Mr. Todd Hawkins; [todd@thehawkinscompany.com](mailto:todd@thehawkinscompany.com), 213-300-9342.

Ms. Yonnine Hawkins Garr; [yonnine@thehawkinscompany.com](mailto:yonnine@thehawkinscompany.com), 323-252-1655.

## **EQUAL OPPORTUNITY EMPLOYER**

Long Beach Center for Economic Inclusion is a 501(c)(3) tax-exempt public benefit corporation and an equal opportunity employer. For further information visit [www.lbcei.org](http://www.lbcei.org)