

Destination Crenshaw
Position: Chief of Staff

About Destination Crenshaw:

“Black Los Angeles isn't a place to pass through, it is the place to be.” Destination Crenshaw is a testament to the past, commitment to the present and a model for the future.” A 1.3 MILE OF ART & CULTURE CELEBRATING BLACK LA.

Destination Crenshaw's mission is to improve the quality of life and revitalize the economy in South Los Angeles through arts and culture. As one of the largest Black communities west of the Mississippi River, Destination Crenshaw is an unprecedented community-led project that will celebrate the 200+ year history of Black activism in L.A. Through education, arts, and culture, Destination Crenshaw (DC) will cement itself as a cultural hub to facilitate economic security and entrepreneurship for residents as a place-keeping and community builder.

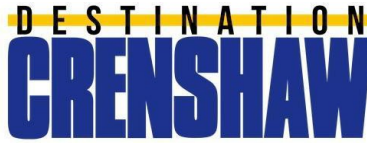
Position Description:

Act as the right-hand and trusted advisor to President & COO. Work directly with President & COO and build strong relationships across the organization in order to influence outcomes and maintain momentum. Provide strategic focus and operational efficiency to further the organization's mission by setting operational standards and administrative processes that enable DC to effectively fulfill its commitment to staff, donors, the community, Board members, and other constituents.

This is a highly strategic and facilitative role that requires emotional intelligence, self-motivation, flexibility, strong analytical skills, and exemplary written and verbal communications. Daily reporting for this position is to the President & COO.

Chief of Staff Responsibilities:

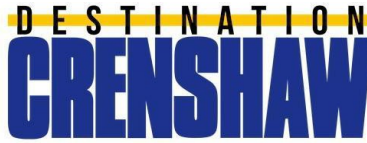
- Oversee day to day business support functions, set operational standards, create and maintain effective administrative processes
- Identify areas in which leadership should direct their focus as well as metrics for success
- Oversee large, cross-functional organization-wide projects and/or initiatives; bring together key stakeholders and help drive decisions
- Propose the creation of new systems and processes to streamline operations
- Support President & COO in maintaining relationships with key donors and stakeholders
- Work with staff to strategically manage President & COO's time, looking at external opportunities, travel, meetings and assess their fit against priorities
- Manage internal and external communications, drafting company newsletters, reports, decks and presentations on behalf of the President & COO
- Shape internal leadership communication to ensure team is informed, inspired and understand how their daily work connects to the organization's mission



- Play a role in board management, which may include meeting preparation, collecting data from across the organization, onboarding new board members and supporting President & COO in researching and recruiting new board members
- Organize company retreats, conferences and other special events
- Other duties as assigned, including but not limited to representing the President & COO at meetings and events, participating in strategic planning efforts and managing organizational priorities and concerns as they emerge

Qualifications & Skills:

- Bachelor's degree with a minimum of 7 years' experience required. MBA or advance degree preferred.
- Proven experience in a leadership role; sharpened business administration, strategic planning and performance management experience is essential
- Ability to successfully navigate multiple priorities within a fast-paced environment
- Proficiency in Microsoft Office & Google Suite programs.
- Excellent oral and written communication skills
- Excellent interpersonal skills, ability to listen well, and positively represent the organization and its mission.
- Strong organizational skills, attention to detail, and ability to manage multiple projects and stay on deadline
- Flexibility and willingness to learn and work as part of a large team
- Ability to work independently



Compensation & Benefits:

Destination Crenshaw offers a salary commensurate with experience and provides a competitive benefits package. DC is an Equal Opportunity Employer and encourages applications from qualified individuals regardless of race, religion, national origin, sexual orientation, or disability.

Application & Selection Process:

The Chief of Staff 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 further interview processes including on-site interviews and background evaluations. Interested and qualified individuals are invited to submit a resume and cover letter of interest electronically to dc.cos@thehawkinscompany.com. Resumes received by Friday, November 25, 2022, will receive first consideration. The position is opened until filled

Confidential inquiries are encouraged and should be directed to any contact listed below. For additional information regarding Destination Crenshaw, please visit <https://destinationcrenshaw.la>.

THE HAWKINS COMPANY CONTACTS

Todd A Hawkins

Vice President,
Nonprofit, Education Practice Leader
Telephone: (213) 300-9342
Email: todd@thehawkinscompany.com

Yonnine Hawkins Garr

Vice President, Los Angeles, CA Executive Recruiting Leader
Telephone: (213) 323-1655
Email: yonnine@thehawkinscompany.com

Adrienne Montgomery

Executive Search Consultant, Los Angeles, CA
Telephone: (310) 995-3884
Email: adrienne@thehawkinscomany.com

Tisa Jones

Managing Director
Telephone: (213) 309-7984
Email: tisa@thehawkinscompany.com