

EXECUTIVE RECRUITMENT FOR LOS ANGELES URBAN LEAGUE CHIEF OPERATING OFFICER



Los Angeles
Urban League

*Empowering communities.
Changing lives.*



Mission of the Los Angeles Urban League

To help African Americans and others in underserved communities achieve their highest true social parity, economic self-reliance, power, and civil rights. The League promotes economic empowerment through education and job training, housing and community development, workforce development, entrepreneurship, health, and quality of life.



CONTINUING THE MOVEMENT

Under the current leadership of President and CEO, Michael Lawson, the Los Angeles Urban League (LAUL) is leading the journey that started in 1921 under LAUL's first leader Katherine Barr – to change social and economic conditions so that the underserved communities in Los Angeles can fully participate in American life.

THE OPPORTUNITY

To become the Chief Operating Officer (COO) of a 101-year-old legacy-based, premiere organization that has an established social justice footprint in Los Angeles and is poised today, more than ever, to lead, uplift, and create growth opportunities for individuals and the community at large.

POSITION OVERVIEW

The Los Angeles Urban League seeks a Chief Operating Officer who will bring well-rounded management and operational expertise in conjunction with strategic insight and visionary leadership, enabling LAUL to be innovative and impactful while embodying the principles on which the Urban League movement stands. The COO oversees operations and personnel development, while being a thought partner to the CEO and adding value to fundraising and donor cultivation. The COO supports the CEO in managing strategic initiatives, key meetings, and critical projects in cooperation with other executives, staff and Board members. The COO reports to the CEO.



KEY RESPONSIBILITIES

FUNCTIONAL LEADERSHIP:

Help establish and track progress towards organization-wide goals. The COO partners with the management team and staff to ensure the organization implements plans effectively. The COO also sets goals for continuous improvement and establishes policies and procedures for key functional areas including communications, fundraising and programs. In the development area, the



COO is a key member of the team that cultivates new partners and solicits funding along with the Development VP. In the program area, COO provides input and insight to the Programming VP, and may manage specific programs for strategic reasons (e.g., high visibility).

HUMAN RESOURCES:

Manage, coach and mentor a team of senior and mid-level professionals to achieve operational excellence in pursuit of the Urban League's mission. Create and maintain an environment to attract, retain and motivate high-quality people. Ensure human resources and operations are in alignment, ensuring hiring, staffing, employee development, evaluation and compensation processes are supportive of the Urban League's strategies and timelines. In addition, the COO identifies, hires and supervises certain outsourced service providers.

FACILITIES AND TECHNOLOGY MANAGEMENT:

Specify, locate, negotiate, secure, maintain and improve LAUL's facilities for headquarters and program execution. Oversee the smooth operation of facilities and the provision of office supplies and equipment, and manage key vendor relationships. Understand, communicate and enhance the role of technology in the organization, working closely with

third-party providers and staff to develop processes and implementation strategies, including training and deployment, to optimize the use of systems and technological tools.

PROJECT MANAGEMENT:

Ensure that special projects, initiatives, special events and meetings are well planned, adequately resourced, operate smoothly, and meet organizational and CEO objectives. Assess and communicate risks, while ensuring the organization follows appropriate rules, regulations, policies and procedures for its staff, client, contractors, board, etc.

STAKEHOLDER RELATIONS:

Build relationships at the highest levels of corporate, foundation, institutional, community and government leadership to facilitate the achievement of the League's goals.

STRATEGIC PLANNING:

Support the CEO and Board in the development of short- and long-term strategic plans, synthesizing input from clients and stakeholders. Develop and communicate high-level strategic concepts that can be implemented to achieve the organization's tactical and strategic plans.





IDEAL CANDIDATE

The ideal candidate will be passionate and committed to LAUL's values and mission to achieve racial, social and economic justice. The successful candidate will be someone with strong people's skills, a strong problem solver, an excellent verbal and written communicator, technologically savvy, with impeccable integrity and a proven track record of success in corporate and/or nonprofit environments. Staff development is a critical component of the COO's oversight responsibility, and the COO is a leader who must communicate and inspire effectively among people of every demographic and socioeconomic status.

The ideal candidate will have upwards of ten years of senior management experience, with P&L responsibility, direct report management, and hands-on management of a range of projects and operations. All candidates must have completed a four-year degree, and preferably an advanced degree in business, nonprofit management or another discipline that contributes to their ability to manage complex, fast-paced, growth organizations. It is important that the COO has vision and can serve as an effective thought partner to the CEO.

COMPENSATION & BENEFITS

The annual base salary for the Chief Operating Officer position will be based on a range starting at \$150,000, and commensurate with the successful candidate's skills and experience. LAUL offers competitive health, dental, vision and other benefits. The position is full-time, based on being onsite in LAUL's South Los Angeles office. As an exempt position, occasional evening and weekend work or other organizational obligations are to be expected, without overtime pay. The position is eligible for annual performance bonuses, and includes two weeks of paid time off, plus holiday and sick days.

HOW TO APPLY

To be considered, please submit your resume and cover letter of interest outlining the background and experience that makes you the ideal candidate electronically to laul.coo@thehawkinscompany.com. Resumes received by **November 23, 2022** will receive first consideration. The position is open until filled.



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For additional information or questions, please contact Ms. Yonnine Hawkins Garr at 323-252-1655, yonnine@thehawkinscompany.com, or Ms. Tisa Jones at 213-309-7984, tisa@thehawkinscompany.com.

