

EXECUTIVE RECRUITMENT FOR PRESIDENT & CHIEF EXECUTIVE OFFICER, URBAN LEAGUE OF GREATER CHATTANOOGA



Mission

The Urban League of Greater Chattanooga works to enable African Americans, other ethnic minorities and disadvantaged persons to secure economic self-reliance, parity, power, and civil rights.



OVERVIEW

The Urban League of Greater Chattanooga (ULGC) seeks a dynamic and seasoned senior professional to assume the role of President and Chief Executive Officer (President/CEO) for a highly respected advocacy and direct program services non-profit organization in the Chattanooga, Tennessee region. Candidates should possess a high level of integrity and skills that influence and demonstrate a vision of positive change for the benefit of disadvantaged communities and the Urban League's team. Candidates must be dedicated to advancing racial, social, and economic equity within the region and have a proven track record of effective leadership, fundraising, organizational development, program management, advocacy and policy development.

Serving as one of 90 affiliates of the National Urban League (NUL), ULGC's mission is to enable African Americans, other ethnic minorities and underserved communities to achieve economic self-reliance, parity, power, and civil rights. The organization accomplishes this mission through three empowerment centers boasting of a comprehensive range of program offerings, initiatives, and strategic collaborations that impact between 10,000 - 13,000 individuals annually. ULGC is recognized as a leader in developing scalable models for improving economic equity and community empowerment that can be replicated across the nation.

ULGC has been recognized by the National Urban League as a "High Performing affiliate" resulting from their three-year performance assessment in 2024 and earned recognition as "Affiliate of the Year" in the small market affiliate category during the National Conference in 2024. The organization is governed by a diverse 15-member Board of Directors who oversee an annual budget, on average, of approximately \$3.5 million. Its staff size ranges from 10 - 15 employees and numerous contractors helping to deliver programs. Its funding sources include government grants, individual contributions, multi-year funding, foundations, sponsorships, fee-for-service, and special events. More notably in 2022, ULGC purchased its first headquarters in the heart of downtown Chattanooga's historic former Ninth Street, now MLK Blvd.





ABOUT CHATTANOOGA

Chattanooga is at the center of a dynamic and growing regional economy, supported by sectors such as manufacturing, technology, healthcare, retail, logistics and professional services. The city is home to the headquarters of several major corporations, including those in insurance, logistics, food and beverage, and advanced manufacturing. Chattanooga also boasts a vibrant tourism industry, underpinned by its commitment to environmental sustainability, proximity to the scenic Tennessee River, and easy access to outdoor recreational activities. Chattanooga is the sixth most attractive place to live and work in the US. This unique combination of economic vitality and natural beauty has earned Chattanooga national recognition for its quality of life, with accolades from publications like Outdoor Magazine and Industry Week.

PRESIDENT AND CEO KEY RESPONSIBILITIES

The President/CEO will serve as the primary representative and leader of ULGC as guardian of the mission, driving the organization's strategy aligned to its strategic plan set forth by the Board of Directors. The president and CEO will lead the day-to-day operations typical of a nonprofit organization. This role involves acting as the chief fundraiser, public spokesperson, and advocate for ULGC, ensuring that the organization remains a vital and influential voice within the community, sustaining and growing its funding streams to impact economic inclusion and offering quality programs and services through its aligned empowerment centers. The President/CEO must be an engaged and visible member of the Greater Chattanooga community, building and maintaining relationships with key stakeholders across various sectors to help fulfill the mission of the organization. The role also involves staying informed on issues affecting African American and minority communities and fostering dialogue across diverse groups through our organization's policy platform and research. The candidate should also have a willingness to embrace technological advances and automations that can enhance the organization's efficiency and effectiveness.

Reporting directly to the Board of Directors, the President/CEO will be responsible for the overall management and coordination of the organization's operations, finances, and staff. This includes implementing ULGC's programs and initiatives in alignment with established policies and strategic

objectives. A key focus of the role will be enhancing engagement with Chattanooga's business community and leaders to drive support for ULGC's mission and expanding its impact.

REQUIRED COMPETENCIES

- **Strategic Leadership:** An energetic and mature leader who integrates discussions about culture, race, economics, and community dynamics into both big-picture strategy and day-to-day operations, ensuring alignment with the organization's mission and program goals. Able to balance strategy with effective implementation of programs. Service over self-mindset.
- **Political Acumen and Independent Judgment:** Politically astute and objective, capable of evaluating problems requiring resolution both internally and externally. Demonstrates strong decision-making and critical thinking skills while maintaining independence. Committed to representing the Urban League's dedication to its civil rights mission.
- **Proficiency in Organizational Management:** Extensive experience in planning, monitoring, fundraising, fiscal administration, capital and assessment management, strategic planning, policy briefs, proposal writing, and human resources administration. Capable of overseeing comprehensive operational functions and ensuring alignment with the organization's strategic direction. Nonprofit experience in a board leadership or employment role is desirable.



- **Public and Community Relations:** Skilled in cultivating and maintaining partnerships, with the ability to understand diverse perspectives and work collaboratively with various groups, while maintaining a focus on prioritizing the mission of ULGC in all decision-making. Builds working relationships with agencies, church, labor, civic, and business leaders throughout the community. Provides leadership and/or assistance to appropriate groups and coalitions on issues related to the Urban League's constituency and/or the broader community. Fulfills speaking engagements, prepares content, and writes articles and reports on subjects related to issues affecting the agency and its constituency.
- **Fiscal Stewardship and Data-Driven Decision-Making:** Proficient in managing budgets and financial resources, with the ability to oversee and ensure the organization's fiscal health while aligning financial practices with strategic goals. Skilled at interpreting complex information, identifying key trends, and offering forward-thinking, impartial recommendations. Experience in grant management with federal, state, and local governmental entities is a plus.
- **Communicative Excellence:** An attentive listener and a clear, persuasive communicator, able to adapt communication styles to various audiences and effectively rally support around the organization's mission and goals. Must be an effective writer.
- **Organizational Advocacy:** A passionate advocate for the organization's needs, consistently championing its mission and ensuring that its interests are effectively represented. Focused on ensuring ULGC is part of equitable partnerships that position the organization for success. Demonstrates a combination of marketing, negotiation, and mediation skills when necessary.
- **Expertise in Volunteer Management/Relations:** Extensive experience in engaging volunteers and

community stakeholders to achieve organizational goals. Capable of positioning the organization as a leader in the community and beyond in economic development and racial equity issues. Informs the Board and volunteers of significant decisions prior to implementation and makes decisions in a timely and economical manner.

MINIMUM QUALIFICATIONS

- A bachelor's degree in business administration, social work, public administration, finance, law or a related field is required (**a master's degree is preferred**).
- At least five years of senior management experience in the non-profit or for-profit sector, including experience in developing and implementing service programs, program evaluation, advocacy, public education, fiscal management, strategic planning, and resource development.
- At least four years of experience working with a volunteer board or community leadership role.
- Strong management and supervisory experience.
- Additional qualifications include grant/proposal writing experience, and government/community relations experience.

Optimum Attributes: Other desirable attributes include experience in direct service delivery, administration of demonstration projects, advocacy, policy development, and work with both the public and private sectors.

Experience in research, public and community education, program development, implementation and evaluation, and volunteer management is preferred.

Prior experience within the Urban League or similar Movement is desirable, but not required.



ORGANIZATIONAL CHALLENGES AND OPPORTUNITIES

- Launching a successful campaign to pay off the remaining \$700,000 balance on the new headquarters, which was a \$3.8 million investment.
- Continuing to engage the ULGC Board, new program volunteers and community, effectively.
- Strengthening organizational capacity through human capital development and retention.
- Securing new funding sources to sustain work of ULGC.

Chattanooga is also a pioneer in digital innovation, being the first U.S. city to offer community-wide Gig-speed internet, with 10 Gig service now available through EPB. This cutting-edge infrastructure supports the city's thriving entrepreneurial ecosystem and enhances the quality of life for residents, all while maintaining a cost of living well below the national average.

Located in Hamilton County, Chattanooga has an estimated population of 187,000, with African Americans representing approximately 30% of the population. The ULGC operates from its headquarters in the historic MLK District, a vibrant area known for its rich cultural heritage, including the Bessie Smith Cultural Center, and a variety of nationally recognized restaurants, music festivals, and social events.

The Urban League of Greater Chattanooga is in the National Urban League's Southern Region. The website is www.ulchatt.net

Salary Range: ULGC offers a comprehensive compensation package including a competitive salary commensurate with education, experience and relevant accomplishments.

Benefits: 100% Paid Health, Dental, Vision and Life Insurance among other fringe benefits such as vehicle and phone allowance and 403B retirement plan. .

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APPLICATION PROCESS

All interested individuals must submit a compelling letter of interest outlining why they are interested in the position and the key personal and professional attributes they would bring to the ULGC affiliate as CEO, plus their key professional accomplishments that qualify them to lead the organization, and a detailed and current comprehensive resume.

Information should be addressed to Mr. Todd Hawkins, Vice President, The Hawkins Company, 8939 South Sepulveda Blvd. #110-216, Los Angeles, CA 90045 and submitted electronically to ceo.ulgc@thehawkinscompany.com by **October 28, 2024**. The final candidates will be invited to participate in the National Urban League's comprehensive certification process. All inquiries should be directed to The Hawkins Company, and not ULGC.

The ULGC is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, gender, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law.

Application material received by October 28, 2024, will receive first consideration. The position is open until filled.



THE HAWKINS COMPANY
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