

Urban League of
Metropolitan Seattle

*Empowering Communities.
Changing Lives.*

Position: President & Chief Executive Officer

COMPANY DESCRIPTION

The Urban League of Metropolitan Seattle (ULMS) is a community based nonprofit organization. It has an 80-year history of providing housing, employment and educational services to African Americans, people of color, and other disadvantaged people throughout Seattle and King County. ULMS is one of over 100 Urban League affiliates throughout the United States.

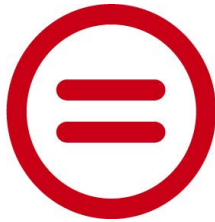
ULMS is searching for a President and Chief Executive Officer. A position description and desired candidate characteristics are included for review. Consideration of candidates will begin in February, 2011 and will continue until the position is successfully filled.

Top Five Qualifications and Characteristics as determined by the ULMS Board of Directors

- **A track record of successful operational experience.** The candidate must fundamentally understand and be an advocate for the programmatic, business and the leadership role of the ULMS.
- **Demonstrated success in leading a successful business or nonprofit venture and in managing complex financial issues.**
- **A strong leader of people.** The top candidates will possess a demonstrated track record in successfully managing a diverse workforce, as well as the ability to recruit and sustain a strong management team.
- **A demonstrated ability to manage in a complex political environment.** While revenue generation is a desirable outcome, the ULMS has public sector responsibilities, e.g. educational initiatives, community advocate, housing advocate, equity and pluralism, employment inclusion and apprenticeships with labor and the larger business community and promote a foundation for continued economic development of the region.
- **A demonstrated ability to form strong, productive relationships.** The ideal candidate must be someone who can authentically connect with governmental agencies, foundations, corporate partners, the business community, labor and numerous other stakeholders who are key to the success of the ULMS. A dynamic individual who exhibits vitality, honesty, integrity and a dose of humility are key personality characteristics for the next President and Chief Executive Officer.

We would like to thank all applicants, but advise that only those under consideration will be contacted.

Urban League CEO Search Committee



President & CEO of the Urban League of Metropolitan Seattle

General Purpose: To further the national and local mission of the ULMS by implementing the directives, decisions and policies of the Board of Directors, providing strong administrative leadership within the organization, including coordination and supervision of programs, financial management, fundraising, membership activities, personnel management, as well as public relations, and public advocacy.

Essential Duties and Responsibilities:

Board of Directors (BOD)

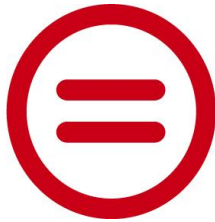
- Attend and participate in all Board committee meetings, and assist in preparing the meeting agendas and memos to ensure that the Board is provided with adequate information to assist them in reaching sound decisions, establishing policies and monitoring agency operations.
- Recommend policies, priorities, projects, programs, and budgets that will provide maximum, effective approaches for programs to the Board of Directors.
- Solicit Board of Director involvement in ULMS activities.
- Work to achieve/complete performance benchmarks as established by the Board of Directors from time to time.

Management of Organization

- Develop organizational policies that are compliant with the law and Board policy, and decisions in all matters of administrative and supervisory detail in connection with the operation and day-to-day management of the organization.
- Initiate and direct the development of policies for Board approval and supervise their implementation.
- Develop short-range goals for the organization and work with the Board to prepare long-range plans. Implement the Strategic Plan and address identified critical issues.
- Report regularly to the Board about progress toward organizational objectives, financial status of the organization and other issues of concern.
- Implement internal and external reporting systems and procedures for monitoring and controlling fiscal and programmatic activities.
- Develop, implement, and maintain an ongoing evaluation system to ensure quality control of the agency's programs and services, including fiscal accountability and cost-effectiveness.

Staffing

- Direct and indirect supervision of all employees and contractors
 - *Supervisory responsibilities include assigning, scheduling, monitoring and controlling work; evaluating and managing performance; interviewing, hiring, and orienting new employees; training employees when necessary; making salary recommendations; and recommending discipline or termination when necessary.*
- Develop and maintain a structure and staffing plan that clearly defines departmental functions and positions, and perform all supervisory responsibilities noted above.
- Maintain a professional atmosphere at the ULMS office.



Fiscal Management

- Direct the preparation of the annual budget in coordination with the Finance Committee and submit it for Board approval.
- Approve and direct purchases and expenditures within the limits of the Board-approved budget.
- Provide information to the Board regarding purchases and expenditures. Submit consolidated annual budgets and revisions to the Board and funding sources for approval.
- Develop and maintain a fiscal accounting management system that will include monitoring budget expenditures and budget revisions, property procurement and inventory control; participate in the audit entrance and exit interviews; work to resolve audit exceptions and implement management recommendations. Direct the development of program financial plans and budgets, including operating costs, capital and extraordinary expenditures.

Community and Public Relations

- Positively represent the organization and ULMS programs in all dealings with other organizations, individuals and the general public while promoting good public relations in the community.
- Work closely with public and private agencies to develop and maintain plans for utilization of community resources supporting ULMS programs. Mobilize available sources (local, state, and federal) to increase the scope and quality of programs for the areas served.
- Actively participate in the Seattle and King County nonprofit and government world and serve on at least one nonprofit board within the community.

Resource Development

- Evaluate and identify strategic direction and fundraising initiatives required to meet annual growth goals.
- Maintain comprehensive development plan that includes diverse annual fund revenues (foundations, government funding, individuals, corporations, groups) development of earned income initiatives, expansion of planned giving programs and recommendations concerning special campaigns (*i.e.*, capital campaigns).
- Identify and establish new donor groups, and maintain ongoing relationships.
- Maintain schedule of fundraising activities and deadlines and monitor and track fundraising progress against goals for yearly budget.
- Maintain a strong donor and member acknowledgement program(s).

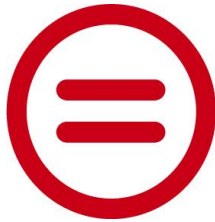
Minimum Requirements:

Education: Baccalaureate degree in management, public administration, social services, or a closely related field. Master's degree preferred.

Experience: At least three years of successful leadership a not-for-profit, private, or public agency of comparable size and complexity.

Or other background demonstrating application of the following knowledge, skills, and abilities:

- Strong leadership and organizational skills.
- Excellent written and verbal communication skills.



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- Exceptional public speaking, media relations, relationship management, and staff management skills.
- Demonstrated ability to use interpersonal skills to develop collaborative partnerships in the community.
- Extensive knowledge of community resources and organizations.
- Knowledge and experience in working with a diverse population, including African Americans, other minorities, and the disadvantaged.
- Strong supervisory skills – ability to motivate and encourage employees to be productive contributors.

***Qualified candidates should submit the following materials electronically addressed to:**

ULMS CEO Search Committee, C/O careers@urbanleague.org

- A cover letter explaining your qualifications for becoming the next President & CEO
- A current resume
- At least one letter of recommendation and the names, email addresses and telephone numbers of three references

**** Each affiliate shall appoint its Executive Director only from among nominees who have been certified as meeting standards set by the National Urban League.***

THE URBAN LEAGUE OF METROPOLITAN SEATTLE IS AN EQUAL OPPORTUNITY EMPLOYER.