



Nonprofit Consultants

EXECUTIVE SEARCH CONSULTANTS

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## PERFORMANCE PROFILE

### EXECUTIVE VICE PRESIDENT AND CHIEF OPERATING OFFICER URBAN LEAGUE OF GREATER PITTSBURGH, INC., PITTSBURGH, PA

*This senior executive position affords a savvy, business-minded individual the opportunity to apply their operational and organizational expertise, while making a difference in the lives of thousands of individuals through one of the oldest and largest social service agencies in the US. We are seeking an intelligent, creative, dedicated, trustworthy executive who can work collaboratively with the President & CEO, staff, and high-profile and influential board members to help the Urban League of Greater Pittsburgh accomplish its mission. If you're a leader who wants a career that allows you to do more than increase shareholder value, and have what it takes to accomplish the objectives below, we'd like to hear from you.*

#### BACKGROUND

The Urban League is the nation's oldest and largest community-based movement empowering African Americans to enter the economic and social mainstream. The National Urban League, headquartered in New York City, spearheads the nonprofit, nonpartisan movement, while Urban League affiliates operate in more than 100 cities in 36 states and the District of Columbia.

The Urban League of Greater Pittsburgh, Inc. (Urban League of Pittsburgh) was founded in 1918 with the shared National Urban League mission of **enabling African-Americans to secure economic self-reliance, parity and power, and civil rights**. The Urban League of Pittsburgh is the largest comprehensive social service/civil rights organization within Allegheny County. For 90 years, the Urban League of Pittsburgh has provided valuable services while improving the quality of life to Pittsburgh and Allegheny County residents in education, housing, health, youth development, early childhood services and employment, training and economic empowerment. The Urban League of Pittsburgh affiliate is one of the largest and most accomplished, also having the honor of successfully hosting the National Urban League Conference in 2003. Due to the reputation and track record of the Pittsburgh affiliate, it serves as the pilot testing ground for many new Urban League services and programs.

Last fiscal year, the affiliate served over 36,000 individuals in Pittsburgh and the surrounding counties. For example, between July 1, 2006 and June 30, 2007, the agency served more than 2,500 youth through its Education and Youth Development Department, more than 5,000 adults through its Employment Training and Economic Empowerment Department, more than 4,600 children, youth and adults through the Family Growth and Child Development Department, and more than 24,000 people through the Housing Department and Hunger Services Program.

The Urban League of Pittsburgh has an annual budget of \$6.7M, 75 full-time employees (plus an additional 150 part-time senior citizen trainees), family support centers in the Duquesne and Northview Heights neighborhoods, and new headquarters located in downtown Pittsburgh. Operations also include a successful elementary Charter School (a separate entity with an annual budget of \$3M, 35 full-time employees) which is at capacity, with an enrollment waiting list. Today, the Urban League of Pittsburgh has become one of the most accomplished affiliates in the country, leading by example with a perfect 5 out of 5 on a recent performance review conducted by the National Urban League. The rating assessed three key criteria: organizational soundness, organizational vitality, and implementation of mission.

Additional information on the Urban League can be found by visiting [www.ulpgh.org](http://www.ulpgh.org).

## **POSITION OVERVIEW**

The Urban League is seeking an Executive Vice President and Chief Operating Officer (EVP&COO) to work collaboratively and cooperatively with the President & CEO, influential Board of Directors and dedicated staff to oversee proper and efficient operations, as well as mission fulfillment. Primary responsibilities include managing the internal operations of the Urban League of Pittsburgh, specifically its program departments. The EVP&COO has seven direct reports and is part of a three person senior management team that reports to the President and CEO of the Urban League. They include individuals responsible for Information Technology, Employment, Training and Economic Development, Housing, Family Growth and Child Development, and Education and Youth Development, and an Administrative Assistant and Grants Administrator.

## **PERFORMANCE OBJECTIVES**

The successful candidate will be expected to:

- 1. Ensure efficient day-to-day operations of the organization.** Responsible for the overall administrative and budgetary oversight and control for programs. Coordinate financial planning and management between internal departments, board committees, and other interested groups.
- 2. Create and oversee the execution of short and long range plans and budgets.** Work with the Vice President of Finance and Vice President for Development and External Relations to coordinate the development of short and long-range financial plans and budgets for the Urban League of Greater Pittsburgh operations, within the framework of approved objectives, plans, and policies.
- 3. Audit, measure, manage and report program and service outcomes.** Within the first 90 days (and ongoing), review, analyze, and evaluate the effectiveness of the agency's operations; report out to the President, and be held accountable for the achievement of future approved objectives, plans, and policies.
- 4. Participate in CEO-directed, team leadership of the organization.** Develop recommendations for overall effectiveness of the organization, including roles and relationships. Confer and consult with the President & CEO on organizational operation.
- 5. Provide solid leadership to staff, Board and the Charter School.** Provide leadership, administrative authority, and oversight for all agency programs and services. Provide technical and facility assistance to the Urban League of Greater Pittsburgh Charter School as directed by the President. Supervise all satellite community-based operations and facilities.
- 6. Identify, design, develop and create a case for support of new ventures.** Initiate and assist in the development and presentation of new program and project initiatives. Primary liaison with United Way and government funders.
- 7. Provide leadership to the human resource function.** Working with the human resource specialist, design, implement, and monitor the effectiveness of staff assessment, development, and training. Develop and monitor the effectiveness of sound Human Resources Management policies regarding staff, including recruitment, retention, training, motivation, and other such elements.
- 8. Manage all relevant internal and external communications.** Utilizing exemplary communication skills, maintain relationships with the National Urban League, government funders, Board members on related committees, agency partners, and Urban League staff related to this position.

9. **Lead and follow as needed.** The EVP & COO will assume increased responsibilities as appropriate to alleviate the management load of the President & CEO and/or to facilitate the efficient functioning of the Urban League, including but not limited to serving as Chief Executive Officer in the President's absence. Ensure that the President is fully informed on administrative and programmatic activities.

#### **KNOWLEDGE, SKILLS AND ABILITIES**

The ideal candidate has a strong commitment to efficient operations, organizational management, and a knack for seeing solutions, not barriers. Demonstrated prior success in fiscal management, budgeting, and personnel management are required. A creative, strategic leader and manager whose professional and civic track record has been impassioned and accomplished in an urban environment is ideal. Familiarity in outcome-oriented design (or working in a culture where accountability is paramount), implementation, and evaluation of programs and services is essential.

#### **COMPENSATION**

This position has an attractive base salary, as well as full health benefits, retirement plan, paid vacation and other fringe benefits.

#### **TO APPLY**

Individuals wishing to speak confidentially about this opportunity may contact Todd Owens, Senior Manager, Dewey & Kaye at 412.434.1335. Qualified individuals may apply confidentially by submitting resume, cover letter and compensation requirements as MS Word attachments to: [resumes@deweykaye.com](mailto:resumes@deweykaye.com). Please reference the following in the subject line of your email: **The Urban League of Greater Pittsburgh, EVP & COO (#118-MH687)**.

**Candidates must submit materials no later than Monday, August 4, 2008. If you do not receive an email confirmation of your submission within 3 business days, please call Dawn Kopp at 412-434-1335. Please direct all inquiries related to this position to Dewey & Kaye.**

*The Urban League of Greater Pittsburgh is an Equal Opportunity Employer.*