



EAST LA COMMUNITY CORPORATION

President/ Chief Executive Officer

Job Description

Full-time Non-Exempt Position

Organizational Background: Four passionate Eastside activists formed East LA Community Corporation (ELACC) in 1995. ELACC's mission is to advocate for economic and social justice in Boyle Heights and Unincorporated East Los Angeles by building affordable housing, grassroots leadership, and access to economic development opportunities for low and moderate-income families. Over the 25-year history of ELACC, we have leveraged over \$259 million in investments through community-driven real estate development, mobilized thousands of residents to change policies, served thousands of low-income residents with community wealth services, and provided quality affordable homes for over 2,900 people.

About the Position: ELACC seeks an individual who can work independently with strong leadership and collaborative skills and is also highly motivated and organized. Reporting to the Board of Directors, the President/ Chief Executive Officer plays a key role in developing ELACC'S strategic plan and has operational responsibility for ELACC's staff, programs, organizational support functions, expansion, and execution of its mission. The selected President/CEO will initially develop deep knowledge of our field, core programs, operations, and community partnerships. He/she will continue to implement a culture that attracts and retain talented employees at all levels and consistently demonstrate sound judgment. He/she must have experience working with diverse communities and understand the experience of low and moderate-income individuals and families. He/she will be responsible for the organization's long-term financial viability and growth.

The President/ Chief Executive Officer is an ELACC team member that accomplishes his/her core responsibilities and supports the entire team by actively fundraising, supporting organization-wide projects, participating in all staff planning sessions, and leading the achievement of ELACC's mission and vision.

Responsibilities

Leadership & Management:

- Develop, maintain, and support a strong Board of Directors: serve as ex-officio of each committee, seek and build board development and involvement with strategic direction.
- Lead, coach, develop, and retain ELACC's high-performance management team.
- Continually manage the inter-relations among ELACC programs, which at times will be conflicting, to maintain the balance between programmatic impact and on-going organizational self-sufficiency.
- Ensure effective systems to track progress, and regularly evaluate program components, to measure successes that and effectively communicate them to the Board, funders, and management team.
- Ensure the delivery of excellent community programming, rigorous program evaluation, and consistent quality of finance and administration, fundraising, communications, and systems; recommend timelines and resources needed to achieve strategic goals.
- Maintain strict programmatic adherence to the ELACC Strategic Plan.
- Continually upgrade and manage the financial management of the organization through stable staffing, up-to-date infrastructure, accurate compilation of data, and timely reports.
- Maintain existing and build new partnerships with other CBOs, CDCs, government partners, and funders.
- Participate in local, state, and federal coalitions and local and regional leadership groups to promote and strengthen community-building and maintain open lines of communication with neighborhood and industry leaders.

Fundraising & Communications:

- Expand revenue generating and fundraising activities to support existing program operations.
- Manage social enterprises to generate the revenue necessary to support social and community programs.
- Deepen and refine all aspects of communications—from web presence to external relations to uplift the organization's profile through a stronger brand.
- Use external presence and relationships to garner new opportunities.

Planning & New Business:

- Support the Board in the development, implementation, and updating of the ELACC Strategic Plan.
- Conduct strategic planning for each ELACC program to provide direction and guidance over multiple years.
- Conduct annual operational planning at multiple levels consistent with the ELACC Strategic Plan.

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- Begin to build partnerships in new markets, establishing relationships with new funders, and emerging and existing political and community leaders
- Maintain a local, regional, and national presence to communicate program results with an emphasis on the successes of ELACC's programs as a model for regional and national replication

Qualifications: The President/ Chief Executive Officer will be thoroughly committed to ELACC's mission. All candidates should have proven leadership credentials that include a track record of staff management and coaching, program development, and relationship building experience. Demonstrable experience and other qualifications include:

- Advanced degree, ideally an MBA, MPA or MA in Non-Profit Management, with at least ten years of senior management experience; track record of effectively leading and scaling a performance and outcomes-based organization and staff to regional or national recognition; ability to point to specific examples of having developed and operationalized strategies that have taken an organization to the next stage of growth
- Subject-matter expertise in affordable housing, community organizing, and/or economic development
- Unwavering commitment to quality programs and data-driven program evaluation
- Excellence in organizational management with the ability to coach staff, manage, and develop high-performance teams, set and achieve strategic objectives, and manage a budget
- Past success working with a Board of Directors with the ability to cultivate existing board member relationships
- Strong marketing, public relations, and fundraising experience with the ability to engage a wide range of stakeholders and cultures
- Strong written and verbal communication skills; a persuasive and passionate communicator with excellent interpersonal and multidisciplinary project skills
- Action-oriented, adaptable, and innovative approach to business planning
- Ability to work effectively in collaboration with diverse groups of people
- Background from the Eastside or similar community
- Latinx and/or LMI sensitivity
- Bilingual English/Spanish

Compensation: Competitive salary based on qualifications and experience. This is a full-time exempt position with a competitive benefits package that includes health, dental, retirement, life and disability insurance.

ELACC is an Equal Opportunity Employer

Email cover letter and resume to:

Director of Human Resources

East LA Community Corporation

Email: jobopportunities@elacc.org; www.elacc.org

Position open until filled