



URBAN LEAGUE

CEO Job Posting

Open: April 1, 2018

Close: May 11, 2018

Reply: [digital applications and resumes only via email: pastordel@thwcdenver.com](mailto:pastordel@thwcdenver.com)

BASIC FUNCTIONS

The President/Chief Executive Officer:

1. Serves as the chief administrator and is responsible to the Board of Directors/Trustees.
2. Demonstrates the ability to develop, articulate and communicate a vision for the local affiliate.
3. Provides leadership to the organization, administering its functions and operations.
4. Assists in the development of short- and long-range objectives, plans and policies for the approval of the board.
5. Plans, administers, and monitors the day-to-day operations of the affiliate.
6. Acts as principal spokesperson, in conjunction with the Board President, representing the needs and interests of the affiliate.
7. Generates new ideas and lead through completion.
8. Initiates and maintains relationships with staff, board, political, corporate and community leaders.
9. Keeps abreast of issues facing the African-American and minority community.
10. Establishes agenda items and outlines each into actions items for completion.
11. Forms a disciplined approach to achieving goals and objectives.
12. Engages in dialogue across race, gender, sexual orientation, economic, and other differences.

GENERAL ADMINISTRATION

1. Directs the day-to-day operation of the affiliate.
2. Implements and administers affiliate policies and procedures.
3. Demonstrates wisdom, tact and diplomacy in managing internal and external politics.
4. Evaluates programs and services administered by the affiliate.
5. Engages multiple stakeholders in the mission, goals, and objectives of the Urban League.

PLANNING

1. Produces goods and services that meet community and constituents' needs.
2. Conducts research and analysis of community and constituents' needs.
3. Assists the board in the development of strategic plans, long- and short-range goals and objectives.
4. Attracts, develops and leverages a powerful board in support of the affiliates mission, goals and .
5. Plans for personnel resources to meet the needs of the affiliate and ensures the maintenance of programs and services.

MONITORING

1. Monitors the policies, plans and procedures of the affiliate.
2. Monitors programs and services to ensure that constituent needs have been met.
3. Monitors affiliate fiscal administration to ensure accordance with Standards of Accounting for Voluntary Non-Profit Organizations and Agencies.
4. Monitors all phases of human resource administration.

FUND RAISING

1. Assists the board in establishing, developing and achieving fund raising strategies and programs.
2. Identifies funding resources to ensure a positive impact on affiliate finances, such as the United Way, proposals to funding sources, annual campaigns, corporate solicitations, etc.
3. Articulates and show results achieved by the affiliate to funding sources.

FISCAL ADMINISTRATION

1. Assists the board in strategic financial planning and development of affiliate budget.
2. Provides complete, accurate and timely financial reports to board and funding sources.
3. Implements systems of internal controls to safeguard agency funds; ensures fiscal accounting and reporting in accordance with standards of accounting for voluntary non-profit organizations and agencies.

HUMAN RESOURCE ADMINISTRATION

1. Assists in the development and implementation of personnel policies including benefits.
2. Supervises affiliate personnel, providing performance appraisals and other developmental activities.
3. Exercises authority for the selection, training, and corrective action of staff within the limit of policy and budget.
4. Maintains confidentiality of personnel information, actions, and records.

COMMUNITY/PUBLIC RELATIONS

1. Assists the board in the development and implementation of a public relations strategy designed to communicate the mission, programs, and services to the community.
2. Act, in conjunction with the Board Chairperson, as the principal spokesperson for the affiliate; ensures affiliate mission, programs, and services are communicated to the community.
3. Maintains liaison with community groups and agencies; ensures activities of the affiliate are coordinated with appropriate groups which impact the community.
4. Implements public relations strategies that enhance the image, visibility and profile of the affiliate.
5. Conveys information in timely and appropriate manner to all stakeholders.

VISION

1. Generates enthusiasm in building a compelling vision of the affiliate, and solicits support from key stakeholders and constituents.
2. Manages activities associated with change and transitioning the affiliate to high visibility position
3. Empowers and engages others, through shared leadership activities, to manage stress associated with changing the vision of the affiliate.

ADVOCACY

1. Keeps abreast of legislation affecting the affiliate constituents.
2. Participates in policy development and debate, affecting constituents and stakeholders..

STRATEGIC PLANNING

1. Assists in development and implementation of strategic plan.
2. Monitors and tracks success of strategic plan.
3. Develops concepts and targeted plans of action into measurable goals.
4. Provides focus and direction on key ideas.

EDUCATION

Bachelor's degree, master's preferred, in business administration, public administration, education, social work, human resource administration, finance, or a related discipline.

EXPERIENCE

Five years experience in business management, personnel management, strategic planning, fiscal management, program development and administration, or a combination of the above. Two years of experience working with a volunteer board or other demonstrated community leadership experience. Management and supervisory experience.

SKILLS REQUIRED

Proposal writing, organizational skills, written and oral communication skills, planning and evaluation skills, and general management skills.



URBAN LEAGUE AFFILIATE CEO EMPLOYMENT APPLICATION

This application is for employment opportunity with an Urban League Affiliate and not for employment with the National Urban League

Name	Social Security Number
Address	Telephone Number
City/State/Zip	Fax
Previous U.S. Military Service Branch	E-mail
Date Entered: _____ Date Discharged: _____ Entry Rank: _____ Highest Rank Attained: _____	U.S. Citizen: Yes No Permanent Resident Visa _____ Eligible to Work in U.S. Yes No

Is any additional information relative to change of name, use of an assumed name necessary to enable a check of education or work history?

EDUCATION

Name and Location of Institution	Attended		Graduated		Degree	Major
	From	To	Yes	No		
High School						
College						
College						
Graduate School						
Other						

List Major areas of Competence

EMPLOYMENT HISTORY

List employment beginning with present or most recent

Employer	From	To
Address	First Position	
City/State/Zip	Final Position	
Telephone No.	Starting Salary: \$	Per
Supervisor's Name and Title	Final Salary: \$	Per

Duties

Reason For Leaving

May we contact your employer? _____ Yes _____ No

EMPLOYMENT HISTORY (continued)

Employer	From	To
Address	First Position	
City/State/Zip	Final Position	
Telephone No.	Starting Salary: \$	Per
Supervisor's Name and Title	Final Salary: \$	Per
Duties		
Reason For Leaving		

Employer	From	To
Address	First Position	
City/State/Zip	Final Position	
Telephone No.	Starting Salary: \$	Per
Supervisor's Name and Title	Final Salary: \$	Per
Duties		
Reason For Leaving		

REFERENCES

Please do not include
relatives

Name	Title
Address	Organization
City/State/Zip	
Name	Title
Address	Organization
City/State/Zip	
Name	Title
Address	Organization
City/State/Zip	

Referred by:

What is the minimum salary you will accept?
work?

When will you be available to start

Will you accept a position anywhere in the United States?
preference:

If not, please state geographical

Signature _____

Date _____

CERTIFICATION –APPLICATION REQUIRES CURRENT DATE AND ORIGINAL SIGNATURE

I hereby certify that all information contained in this application and attachments are true and complete, and I agree and understand that any falsification, regardless of time of discovery, may cause forfeiture on my part of any employment. I understand that all information on this application is subject to verification and I consent to criminal history background checks, if necessary. I also consent to references and former employers and educational institutions listed being contacted regarding this application. I further authorize use of information received in making an employment decision on my behalf.

Signature _____

Date _____

URBAN LEAGUE AFFILIATE RESERVES THE RIGHT TO MAINTAIN ANY MATERIALS SUBMITTED WITH THIS APPLICATION FOR A PERIOD OF ONE YEAR.