



# ALL PEOPLES COMMUNITY CENTER

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## **JOB DESCRIPTION: EXECUTIVE DIRECTOR**

### **SUMMARY**

All Peoples Community Center is looking for a charismatic and visionary Executive Director with a proven record of accomplishment to lead our remarkable and durable organization into the future. The Center has a proud 80-year history of service and an excellent reputation in both our South LA neighborhood and with the City of Los Angeles. You will be tasked with building on this considerable legacy and ensuring that All Peoples remains a trusted anchor of our community, delivering hope and opportunity to the many thousands who walk through the doors of our wholly owned 20,000 square foot facility just south of downtown Los Angeles.

Reporting to the Board of Directors, you will be responsible for an annual budget of nearly \$3 million, a staff of 35, a comprehensive suite of social and human services programs, and a vibrant eco-system of volunteers, partner organizations and generous funders. You will oversee all aspects of day-to-day operations, serve as the public face of the organization, and together with the Board, ensure the short-term and long-term financial health of All Peoples Community Center

### **RESPONSIBILITIES**

- Together with the Board of Directors, refine the goals, milestones, tasks, and tactics of the organization, always reflecting a frank and thorough assessment of organizational strengths and weaknesses, and the needs of our community.
- Ensure that All Peoples' programs serve the needs of our community, run smoothly and effectively, and have the metrics to prove it.
- Develop a vision for the organization's next decade and create a new strategic plan in collaboration with the Board of Directors and All Peoples staff.
- Recruit and retain a high-performing team.
- Ensure the short-term and long-term financial health of All Peoples by understanding and controlling all costs, ensuring sustainability, staying current with industry issues and best practices, maintaining adequate reserves, and developing diverse funding streams.
- Submit annual budgets for Board approval, operate effectively within approved budget, and report regularly on results and projections.
- Work with the Board Finance Committee to ensure proper oversight of financial management, audits, and assets and liabilities.
- Streamline operations for efficiency and effectiveness by justifying programs, by leveraging technology as well as the services of our many volunteers and partners, and by optimizing how we use our 20,000 square foot facility.

- Represent All Peoples actively, publicly, and effectively to the community, our funders, partner agencies, our city and government leaders, and the media to ensure goodwill and continued collaboration.
- Maintain an active relationship with the Board of Directors, reporting at all meetings, participating on committees, communicating openly with all members, and supporting board recruitment efforts.
- Ensure compliance with all applicable local, state, and federal regulations and reporting requirements.
- Review and approve all contracts.

### **TEMPERAMENT & QUALIFICATIONS**

- An experienced, energetic, and empathetic leader, who leads by example.
- NOT a micro-manager. Prioritize and define tasks clearly, assign them to the right people, give them the training and support they need, hold them accountable, and let them do the job.
- Committed to an ethos of care, social justice, equity, and strong willingness to work with faith-based organizations.
- Strong interpersonal and active listening skills
- Approachable, collaborative, and tactful
- Calm, optimistic, adaptable
- Gracefully manage multiple tasks and deadlines
- Strong writing, verbal, and public speaking skills.
- Bilingual (Spanish preferred)

### **EXPERIENCE & EDUCATION**

- 5 years of senior leadership in a non-profit organization
- Managed an annual budget of \$2M or more.
- Success in creating and implementing a Strategic Plan for an organization of similar size.
- Strong relationships in Southern California non-profit and philanthropic community
- Experience serving low-income individuals and families.
- Fundraising success from diverse sources including events, corporate sponsorships, foundation and government grants, legacy, and major gifts.
- Experience using CRM, website, social media, and other technology platforms to manage operations, public relations, and fundraising effectively and efficiently.
- M.A. in Non-Profit Management, Social Work, Public Administration, Business Administration, Organizational Leadership, or related field preferred.

### **COMPENSATION & BENEFITS**

Annual salary range: \$135,000 - \$150,000.

Benefits include group health and group dental insurance, matching Social Security contribution, a 403B retirement plan, 13 paid holidays, 20 paid vacation days, and paid sick leave for short-term illness. Specific details can be provided upon request.

**EQUAL EMPLOYMENT OPPORTUNITY STATEMENT**

Selection of employees is made on the basis of individual qualifications. It is the policy of APCC that there shall be no discrimination with respect to employment or any of the terms or conditions of employment because of race, color, marital status, religion, national origin, sex, age, sexual orientation, or military status. This commitment to Equal Employment Opportunity applies additionally to Vietnam-era veterans and to qualified handicapped individuals whose disabilities would not impede their performance in specific positions. APCC is also committed to the requirements and intent of the Americans with Disabilities Act (ADA). To ensure equal employment opportunities to qualified individuals with a disability, APCC will make reasonable accommodations for the known physical or mental disabilities of an otherwise qualified individual with a disability who is an applicant or an employee unless undue hardship would result. All members of management are unconditionally committed to support the policy of non-discrimination and the intent of all civil rights laws.

**TO APPLY:**

Interested and qualified candidates should send a .pdf document containing:

1. Letter of Interest
2. An Up-to-date Resume
3. A List of 3-5 Professional References (name, contact phone, email and note about your relationship with them)

**To: [APCCsearch@nbacares.org](mailto:APCCsearch@nbacares.org)**

*Questions can be directed here, as well.*

**DEADLINE: March 8, 2023**