

Milwaukee Urban League President and CEO Position Profile



August 2016



The Urban League employs a three-point approach to provide economic empowerment, educational opportunities and the guarantee of civil rights for African Americans.

Education and Youth

Ensuring that our children are well educated and equipped for economic self-reliance today and for future generations.

Economic Self-sufficiency

Helping adults attain financial independence through good jobs, homeownership, entrepreneurship and wealth creation.

Racial Inclusion

Ensuring our civil rights by eradicating all barriers to equal participation in the social and economic mainstream.



ORGANIZATIONAL OVERVIEW

The Milwaukee Urban League has been a catalyst for social justice and change for over 95 years, helping minorities seize opportunities that promote quality of life. A dedicated team of staff, volunteers, sponsors, and the Board open doors to information, skill development, and other support, to help African-Americans and other minorities achieve their full potential and participate in the social mainstream, to secure economic self-sufficiency, parity and power, and civil rights. Since its' founding in 1910, the National Urban League (NUL) spearheaded a nonprofit, nonpartisan, community-based movement and played a pivotal role in the 20th century freedom movement. The Urban League grew out of the black migrations, a spontaneous grassroots movement for freedom and opportunity, and is the nation's oldest and largest community based movement devoted to empowering African Americans to enter the economic and social mainstream.

At the heart of the Urban League movement are the professionally-staffed Leagues in over 100 cities in 34 states and the District of Columbia. The Milwaukee Urban League has a distinguished history. Established in 1919 as a League of the National Urban League, it is one of numerous NUL Leagues established during the early 20th century, when millions of African Americans migrated northward from southern states in search of greater opportunities and a better way of life. To assist African Americans in their transition to urban life and employment, The Milwaukee Urban League originally taught basic skills such as social courtesies, proper dress and grooming, sanitation, health, and homemaking. To aid in the development of healthy lifestyles, it also sponsored a community center for holiday gatherings, youth recreation and crafts, boxing skills development, and by the 1920's, a medical clinic. The mission today follows many of the same traditions that provide essential services, strong results-oriented programming, to those who share with all of us a desire to be productive, contributing members of the community. To learn more about the Milwaukee Urban League, please visit: <http://www.tmul.org/>

The ideal candidate for the President and CEO position is a dynamic leader who can motivate individuals, community-based organizations, government officials, private funders, and other key stakeholders. He or she is a self-directed, entrepreneurial and independent individual with the discipline to manage multiple priorities. We need a strategic and analytic thinker who understands how to help African Americans, and other people of color, achieve civil rights, and social and economic equality so they can become more self-reliant members of society. This individual is also a compelling communicator who can serve as the spokesperson for The League while understanding how to connect and compel various stakeholder audiences, whether in writing or speaking. This professional will foster and grow relationships across sectors. He or she is a curious thinker who can thoughtfully question the way things are done and look for new, inventive approaches and solutions that lead The League into the future.



PRESIDENT AND CHIEF EXECUTIVE OFFICER PRIMARY RESPONSIBILITIES

I. LEADERSHIP and GOVERNANCE

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 League
3. Assists in the development of short- and long-range objectives, plans and policies for the approval of the Board
4. Plans, administers, and monitors the day-to-day operations of the League
5. Initiates and maintains relationships with staff, board, political, corporate and community leaders
6. Keeps abreast of issues facing the African-American, minority, and greater Milwaukee community
7. Forms a disciplined approach to achieving goals and objectives
8. Engages in dialogue across race, gender, sexual orientation, economic, and other differences
9. Evaluates programs and services administered by the League
10. Exercises authority for the selection, training and supervision of League personnel, providing performance appraisals and other developmental activities
11. Attracts, develops and leverages a powerful board in support of the Leagues mission and goals
12. Keeps abreast of legislation affecting the League constituents

II. COMMUNITY RELATIONS and VISIBILITY

1. Works with the board in the development and implementation of a public relations strategy designed to communicate the mission, programs, and services to the community
2. Acts, in conjunction with the Board Chairperson, as the principal spokesperson for the League; ensures League mission, programs, and services are communicated to the community
3. Maintains liaison with community groups and agencies; ensures activities of the League are coordinated with appropriate groups which impact the community
4. Generates enthusiasm in building a compelling vision of the League, and solicits support from key stakeholders and constituents
5. Demonstrates wisdom, tact and diplomacy in managing internal and external politics
6. Builds strategic alliances, develops and implements collaborative approaches to service delivery through continued work with community-based and local & national organizations both public and private.



III. PROGRAM PLANNING and STRATEGY DEVELOPMENT

1. Conducts research and analysis of community and constituents' needs
2. Assists the board in the development of strategic plans, long- and short-range goals and objectives
3. Plays a lead role in the development and implementation of strategic plan; monitors its success
4. Develops concepts and targeted plans of action into measurable goals
5. Participates in policy development and debate, affecting constituents and stakeholders
6. Keeps abreast of legislation affecting the League constituents
7. Assesses options and actions based on trends and conditions in the environment, and the vision and values of the organization.

IV. FISCAL ADMINISTRATION and FUND DEVELOPMENT

1. Assists the Board in establishing, developing and achieving fund raising strategies and programs
2. Accompanies Board members on individual, major donor, asks
3. Identifies funding streams to ensure a positive impact on League finances, such as the United Way, proposals to funding sources, annual campaigns, corporate solicitations, etc.
4. Articulates and shows impact and results achieved by the League to funding sources
5. Provides complete, accurate and timely financial reports to Board and funding sources
6. Implements systems of internal controls to safeguard funds; ensures fiscal accounting and reporting in accordance with standards of accounting
7. Oversees staff and programs relating to all of the organization's fundraising activities including special events, planned giving, campaigns, direct mail and other donor relations and stewardship
8. Supervises preparation of the multi-faceted annual operating budget and monitors financial reports and results.





MINIMUM QUALIFICATIONS and SELECTION CRITERIA

- Bachelor's degree required, master's preferred, or equivalent experiences
- Understanding of social justice efforts in greater Milwaukee and demonstrated understanding of strategies locally and nationally.
- Experience developing and managing multi-faceted organizational budgets.
- Knowledge of issues and opportunities facing the greater Milwaukee community.
- Outstanding written and oral communication skills as well as planning and evaluation skills.
- At least five years of senior level, progressively advancing leadership responsibility in an organization preferably in: business management, personnel management, strategic planning, fiscal management, program development and administration, or a combination of the aforementioned.
- Minimum of three years working on or with, a voluntary board of directors and / or other demonstrated community leadership experience.





INSTRUCTIONS FOR APPLICANTS:

To be considered for this position, all of the following materials must be emailed to MUL@leadingtransitions.com no later than 5:00 p.m. CT on Friday, September 9, 2016:

1. A letter describing your qualifications for the President and CEO position, your specific interest in The Milwaukee Urban League with a description of your salary parameters;
2. A detailed and updated resume; and
3. The names of, your relationship to, and contact information for, three professional references.

*** The information above (items 1-3) may be combined into one document or put into multiple documents, attached to an email. Attention: Mindy Lubar Price, President & CEO, Leading Transitions LLC, Search MUL, 544 E. Ogden Avenue, Suite 700-350, Milwaukee, WI 53202*

Please note:

- References will not be contacted until a candidate has been notified
- Background checks will subsequently be performed, with candidate permission
- All inquiries and interactions with potential candidates are kept in strict confidence
- The Board of Directors plan to have this position filled in October 2016
- Candidates with diverse backgrounds are encouraged to apply.
- The Milwaukee Urban League is an equal employment opportunity employer functioning under an Affirmative Action Plan.

Leading Transitions is committed to the future vitality of nonprofit organizations. Leading Transitions recognizes the inherent challenges in leadership succession, fund development and executive support. The practice has been refined to provide the flexibility necessary to adapt to the intricacies and dynamics of any nonprofit organization.

To learn more about the firm, please visit: <http://leadingtransitions.com/>