

**VICE PRESIDENT OF PROGRAMS & SERVICES  
URBAN LEAGUE OF GREATER PITTSBURGH, INC.,  
PITTSBURGH, PA**

*This senior executive position affords an experienced, business-minded individual the opportunity to apply their operational and leadership expertise, while making a difference in the lives of thousands of individuals with one of the largest and oldest social service civil rights agencies in the US. We are seeking an intelligent, creative, dedicated, trustworthy executive to 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 90 cities in 36 states and the District of Columbia.

The Urban League of Greater Pittsburgh, Inc. (ULGP), founded in 1918, shares the National Urban League's mission of *enabling African-Americans to secure economic self-reliance, parity and power, and civil rights*. The ULGP is the largest comprehensive social service/civil rights organization in Southwestern Pennsylvania. Through vital programs in employment and jobs training, education and youth development, family and child development, housing and self-sufficiency, health education and the fostering of leadership, staff and volunteers work to level the playing field for all Americans and to enable disadvantaged families to care for themselves. Under the leadership of President and Chief Executive Officer Esther L. Bush, the ULGP has recently ranked as one of the nation's top performing affiliates for the third time in succession.

The ULGP has an annual budget of \$6.5M, 62 full-time and 10 part-time employees (plus an additional 119 part-time senior citizen trainees), family support centers in the Duquesne, East Hills and Northview Heights neighborhoods, with headquarters located in downtown Pittsburgh.

**POSITION OVERVIEW**

The Vice President of Programs & Services (VPPS) will work with the President & CEO, Board Members and dedicated staff to oversee effective and efficient operations, as well as mission fulfillment. Primary responsibilities include managing the program operations of the ULGP. The VPPS is part of a four-person Cabinet also including the President/CEO, the VP of Finance, and the VP of Development and External Relations. The three VPs report to the President and CEO of the Urban League. Five staff report directly to the VPPS: the directors of the African American Leadership Development Institute, the Center for Economic Self Reliance, the Family Growth and Child Development Department, the Housing Department and an Executive Assistant.

## **PERFORMANCE OBJECTIVES**

The successful candidate will be expected to:

- 1. 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. Recommend short and long range programmatic 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. Manage, measure 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. 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.
- 6. 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.
- 7. 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.
- 8. Lead and follow as needed.** The VPPS 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 programs. Ensure that the President is fully informed on administrative and programmatic activities.

## **KNOWLEDGE, SKILLS AND ABILITIES**

The ideal candidate possesses a strong commitment to developing organizational talent, efficient operations and organizational management, with the ability to see solutions, not barriers. Demonstrated success in oral and written communication, fiscal management, implementing change, 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 preferred. Familiarity with an 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.

### **How to Apply:**

**To be considered, internal candidates must submit cover letter and resume** to Esther L. Bush at [ebush@ulpgh.org](mailto:ebush@ulpgh.org) . Position will remain open until filled.

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