

**P L E A S E P O S T**

June 9, 2021

Affiliate Services Bulletin #6

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| NUL AFFILIATE CHIEF EXECUTIVE OFFICER VACANCY |

**URBAN LEAGUE OF GREATER PITTSBURGH, INC. (Pittsburgh, Pennsylvania)**

President and Chief Executive Officer

Salary Range: $175,000 per annum, commensurate with training and experience

The Urban League of Greater Pittsburgh, Inc. seeks a President and Chief Executive Officer to manage and oversee the day-to-day operations of the non-profit civil rights and social service agency. An affiliate of the National Urban League (NUL), the Urban League of Greater Pittsburgh League (ULGP) seeks to improve the economic, cultural, social, and educational conditions affecting all citizens in the city of Greater Pittsburgh and its surrounding communities. As an affiliate of the National Urban League, it reaches nationwide audiences and partners with the other Urban League affiliates, making it a strong proponent for programs that can be replicated across the country.

History

Since 1918, the Urban League of Greater Pittsburgh has been connecting those in need with the resources to secure economic self-reliance, parity and power, and civil rights. Ranked in three successive performance reviews as one of the nation’s highest performing affiliates, the ULGP focuses on serving African Americans and other minorities, but no one is ever turned away, helping more than 20,000 individuals in Pittsburgh and the surrounding counties last year alone. As the largest comprehensive social service/civil rights organization in Southwestern Pennsylvania, the ULGP provides educational opportunities, health advocacy, housing counseling, parental education and support for early childhood and youth development, hunger prevention services, sustainable wage career preparation, and other programs that lead to improved ability to achieve economic empowerment and self-reliance.

The City of Pittsburgh, founded in 1758, played an important role in our country’s history. In the early 1800s, the city became known as the “Gateway to the West.” This nickname referenced the huge advantage Pittsburgh had by its location at the intersection of three major waterways. The Allegheny River and Monongahela River converge at what is known as the “Point” to form the Ohio River. This intersection opened the gates for Pittsburgh to lead the way in the trade industry for products such as coal, timber, glass, natural gas, iron and limestone. By 1911, Pittsburgh manufactured half of the nation’s steel.

Throughout the years, Pittsburgh has made multiple changes and overcome many obstacles. The city has moved from the steel industry to become a leader in healthcare, education, technology, and financial services. What were once heavily polluted streets and riverfronts have been transformed to create the modern vibrant Pittsburgh one sees today. Pittsburgh is the second largest city in Pennsylvania and has an estimated population of 310,000. Pittsburgh serves as the County Seat of Allegheny County which has an estimated population of 1.2 million. Pittsburgh serves as the principal city of the Metropolitan Area, or Greater Pittsburgh. This eight-county area has an estimated population of 2.6 million.

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Major educational institutions in Pittsburgh include the University of Pittsburgh, Carnegie Mellon University, Duquesne University, Point Park University, Robert Morris University, Carlow University and Chatham University.

Primary Responsibilities

The President and Chief Executive Officer serves as the chief administrator and is responsible to the Board of Directors/Trustees; demonstrates the ability to develop, articulate and communicate the vision of the local affiliate; provides leadership to the organization, administering its functions and operations; assists in the development of short- and long-range objectives; acts as principal spokesperson, in conjunction with the Board Chair, generates new ideas and leads methodologies through completion; initiates and maintains relationships with staff, board, political, corporate and community leaders; keeps abreast of issues facing the African-American and minority communities; establishes agenda items and outlines each into action items for completion; forms a disciplined approach to achieving goals and objectives; and engages in dialogue across race, gender, sexual orientation, economic, and other differences.

As the administrator of the agency, the President and Chief Executive Officer directs the day-to-day operation of the affiliate; implements and administers affiliate policies and procedures; demonstrates wisdom, tact, and diplomacy in managing internal and external politics; evaluates programs and services administered by the affiliate; and engages multiple stakeholders in the mission, goals, and objectives of the Urban League Movement.

The President and Chief Executive Officer must be proficient in and have an above average ability in the areas of planning, monitoring, fundraising, fiscal administration, proposal writing, organizational skills, written and oral communication, planning and evaluation, human resources administration, community and public relations, vision, advocacy, and strategic planning. Additionally, the President and Chief Executive Officer will:

* Report to and work closely with the Board of Directors and NUL on programs, policy decisions, fundraising, and to increase the overall visibility of the organization.
* Supervise, develop, and collaborate with staff.
* Lead strategic planning and implementation for the ULGP.
* Plan and oversee execution of annual budget.
* Serve as primary spokesperson to the ULGP’s constituents, the media and the general public.
* Establish and maintain relationships with various organizations and utilize those relationships to strategically enhance ULGP’s mission.
* Oversee programs, marketing and other communications efforts.
* Establish employment and administrative policies and procedures for all functions and for the day-to-day operation of ULGP.
* Provide leadership and continuity to the ongoing "ONE Pittsburgh NOW” Campaign.

Qualifications

* The successful applicant for the position of President and CEO must hold a bachelor’s degree (master’s degree preferred) in business administration, human development, public administration, or finance.

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* Other disciplines may be considered based on experience and a proven track record of leadership and management in community-based organizations.
* Candidate must have at least five years of senior non-profit or for-profit management experience. This should include experience in the development and implementation of service programs, program evaluation, advocacy, public education, fiscal management, strategic planning, and resource development.
* Must be able to prove at least four years’ experience working with a volunteer board, community leadership, and mobilization and collaboration efforts.
* Management and supervisory experience are essential.
* Additional qualifications include excellent organizational and communications skills, grant/proposal writing experience, and government/community relations experience.

These are minimum requirements for the position of President/CEO. Prior experience within the Urban League Movement is desirable and preferred.

Additional Qualifications

* Must embrace the mission and objectives of the National Urban League.
* Transparent and high-integrity leadership.
* High-level strategic thinking and planning.
* Ability to envision and convey the organization’s strategic future to the staff, board, volunteers and donors.
* Demonstrated ability to oversee and collaborate with staff.
* A history of successfully generating revenue streams and improving financial results.
* Previous success in establishing and stewarding relationships with individuals and organizations of influence including funders, partner agencies and volunteers.
* Solid organizational abilities, including planning, delegating, program development and task facilitation.
* Strong financial management skills, including budget preparation, analysis, decision making and reporting.
* Strong written and oral communication skills.
* Strong public speaking ability.
* Strong work ethic with a high degree of energy.
* Experience and skill working with a Board of Directors.

The Urban League of Greater Pittsburgh is located in the National Urban League’s Eastern Region. Alan B. Trivilino serves as the Board Chairperson. For certification consideration, please submit cover letter and up-to-date resume to Andrea Clark Smith, Search Committee Chair and Kevin B. Tamanini, Search Committee Co-Lead, via email at [ULGP@divsearch.com](mailto:ULGP@divsearch.com) (subject line: “ULGP President & CEO Vacancy”), by or before July 12, 2021.

Mrs. Andrea Clark Smith

Search Committee Chair

and

Mr. Kevin B. Tamanini

Search Committee Co-Lead

Urban League of Greater Pittsburgh

Email: [ULGP@divsearch.com](mailto:ULGP@divsearch.com)

(Subject line: “ULGP President & CEO Vacancy”)