

The Opportunity

The Urban League of Greater Pittsburgh (ULGP), an organization dedicated to the economic self-reliance, parity, power, and civil rights, of African Americans and other underserved in the Greater Pittsburgh area, seeks a Chief of Staff to partner with the President & CEO and others on organizational initiatives as it expands and sharpens its strategic focus and impact.

We are looking for a dynamic, experienced executive administrative professional with strong leadership and problem-solving skills to complement our highly effective leadership team and support our outstanding staff. The ideal candidate will be a creative and data driven self-starter who work best when collaborating with others and will be energized by growth and change.

Because the Urban League of Greater Pittsburgh believes that our people are the only way to achieve our mission, we embrace and welcome those with varied life experiences who are committed and interested in the challenge of helping a historied organization reimagine itself. We welcome all qualified applicants who reflect the rich tapestry of the population and culture for whom the Urban League advocates regardless of ethnicity, race, sex, gender identity and expression, nation of origin, age, languages spoken, veteran status, color, religion, disability, sexual orientation, marital status, or experience with poverty or homelessness.

The ULGP offers a flexible, collaborative environment with a commitment to best practices, innovation, and growth. We welcome creative and hard-working team players who share a passion for securing economic self-reliance, parity and power, and civil rights for African Americans and other underserved urban residents.

REPORTS TO: President & Chief Executive Officer

FLSA STATUS: Full-time; Exempt

STARTING SALARY RANGE: \$55,000-\$65,000

Chief of Staff

The Chief of Staff will partner with the President & CEO and others on organizational initiatives and strategic planning to ensure that the goals are met in creative and efficient ways. The Chief of Staff will be the bridge to connect the internal dots for leadership, staff and the board of directors and operationalize the ULGP's strategic priorities.

Essential Functions

- Supports ULGP mission and strategic vision.
- Trusted advisor to President & CEO. Liaise with Leadership, Board, Staff, and internal/external Partners.
- Oversee day to day business support functions, create and maintain effective administrative processes. Ensure successful implementation by engaging the correct participants, and ensuring the President & CEO is well prepared and that their time is leveraged effectively.
- Handle, queries, questions, concerns and requests on behalf of the President & CEO.
- Manage the President & CEO's schedule, scheduling meetings and planning travel.
- Work closely with the President & CEO in board related communications and initiatives, including but not limited to board correspondence, managing meeting logistics, preparing meeting materials and minutes for board meeting.
- Update and distribute Board handbook and new member orientation when required.

- Direct special projects and programs as initiated by the President & CEO and works in coordination with departments/groups for special events and functions of the office of the President & CEO.
- Work with leadership to deliver, monitor and communicate progress towards goals.
- Proactively monitor trends within and across teams to iterate and improve workflow and communication.

COMPETENCIES

- Communication
- Relationship Building
- Effective Time Management
- Agility
- Client Focus
- Critical Thinker
- Results Focused
- Problem Solver
- Knowledge of administrative business operations
- Management or supervisory skills/experience

EDUCATION AND EXPERIENCE

Bachelor's Degree and 3-5 years of relevant work experience.

3- 5 years of management/ supervisory experience preferably in the nonprofit arena.

Must provide proof of full COVID 19 vaccination status.

Act 33/34 and FBI clearances required.

HOW TO APPLY:

Please send resume and cover letter with the name of the position and where you heard about it to jobs@ulpgh.org. No phone calls, please.

The ULGP invites all applicants to include in their cover letter a statement about how your unique background and/or experiences can contribute to the diversity, cultural vitality, and perspective of our staff, students, volunteers, and supporters.