Position Announcement

Integrity Transformation Community Development Corporation

Chief Operating Officer

Overview:

Founded in 1995 by Rev. Howard Beckham, and incorporated in 2005 as a 50l (3) c non-profit organization, Integrity Transformation Community Development Corporation (ITCDC) provides vital services and resources to advance self-sufficient. Our mission is to transform the residents and neighborhoods of English Avenue, Vine City and other contiguous 30314 and 30318 communities, by economic empowerment, including workforce development, entrepreneurship, homeownership and motivational case management.

Since 1995, ITCDC has provided resources for employment and training that enhances job readiness for over 6000 Westside job seekers and entrepreneurs. We also assist in housing acquisition, renovation and construction while providing resources for financial literacy and home ownership to area residents.

ITCDC is the Managing Partner of Westside Works, a long-term neighborhood program focused on creating employment opportunities and job training for residents of the historic Westside community and the Westside Neighborhoods Beautification Project.

Our vision is a Vine City and English Avenue community, transformed through social, economic, and physical revitalization. We envision a community that is united, safe, attractive, and affordable, with social, economic and physical revitalization through empowered individuals, economic options, and affordable housing opportunities.

For more information, please visit www.integritycdc.org

Position:

ITCDC has been growing steadily and is now partnering with over a dozen organizations to provide soft and hard skills training, short-term employment opportunities, placement, and access to income support services. The Board of Directors and CEO are looking for a mission-focused, seasoned, strategic, and process-minded leader with experience in scaling an organization, leading an executive management team, and developing a performance culture among a group of diverse, talented individuals.

The COO must be a leader who will build a team at ITCDC who delivers measurable, cost-effective results that make the vision a reality. Importantly, the successful COO will have the skills, sensitivity, and personal confidence to tap into the power that each member of the team brings to this mission.

Responsibilities:

Reporting to the CEO of ITCDC, the COO will lead all internal operations and will have the following responsibilities:

- Implementing the three-year strategic plan and implement new processes and approaches to achieve it;
- Serve as the internal leader of the organization:
    - Coordinate the annual operations plan and budget
    - Lead the performance management process that measures and evaluates progress against goals for the organization
    - Marketing and Communications functions
    - Provide a strong day-to-day leadership presence;
    - Liaison to the Board of Directors
        - Working with the Board Committees
        - In consultation with the CEO, preparing the board agenda and presentations
- Lead and manage the organization's leadership team, who have the following responsibilities:
    - Chief Strategy Officer
        - Generating earned revenue
        - Identifying and developing strategic partnership opportunities
        - Increasing fee-for-service contracts
        - Identifying geographic growth opportunities and priorities
    - Program Oversight
        - Increase key impact measurements for the seven element programming model, by working in the critical areas of 1) Intake Services, 2) Program Orientation, 3) Case Management, 4) Hard and Soft Skills Preparation, 5)

Soft Skills Training, 6) Temporary Employment, and 7) Placement Assistance.
    - Oversee the reporting, evaluation, and contracting of programmatic partners.
- Finance, Technology, and Human Resources
    - Instill a "coaching" culture within ITCDC; upgrade human resources functions including training, development, compensation and benefits, employee relations, and recruiting
    - Oversight of finance and budgeting with the ability to provide the organization with quick access to financial information and enables strategic budgeting
    - Analyze the current technology infrastructure and scope out the next level of information technology and financial systems that support the growth of specific programs and the organization overall
- Development function reports to CEO with a dotted-line reporting to COO on:
    - Developing and implementing systems for reporting, measurement and supporting local revenue generation
    - Creating the annual fundraising plan

Key Qualifications:

The successful candidate will believe in the core values of ITCDC and be driven by the mission. The candidate will demonstrate: a passion for breaking new ground to lead social change; proven experience in scaling a multi-site organization; and a demonstrated ability to both lead and build the capabilities of a driven, bright, diverse team. A candidate with experience in managing a "values-driven" organization will be highly prized.

Additional requirements are:

- Results-proven track record of exceeding goals and a bottom-line orientation; evidence of the ability to consistently make good decisions through a combination of analysis, wisdom, experience, and judgment; high level of business acumen including successful P&L management; the ability to balance the delivery of programs against the realities of a budget; and problem solving, project management, and creative resourcefulness
- Strategic Vision and Agility-ability to think strategically, anticipate future consequences and trends, and incorporate them into the organizational plan
- Capacity Building—ability to effectively build organization and staff capacity, developing a top-notch workforce and the processes that ensure the organization runs smoothly
- Leadership and Organization-exceptional capacity for managing and leading people; a team builder who has experience in scaling up organizations; ability to connect staff both on an individual level and in large groups; capacity to enforce accountability,

develop and empower top-notch leaders from the bottom up, lead from the top down, cultivate entrepreneurship, and learn the strengths and weaknesses of the team so as to put people in a position to succeed

- Action Oriented—enjoys working hard and looks for challenges; able to act and react as necessary, even if limited information is available; not afraid to take charge of a situation; can overcome resistance to leadership and take unpopular stands when necessary
- General Management—thorough understanding of finance, systems, and HR; broad experience with the full range of business functions and systems, including strategic development and planning, budgeting, business analysis, finance, information systems, human resources, and marketing

Education & Experience

- Solid educational background—undergraduate degree required; MBA, MPA or similar advanced degree highly desired
- A minimum of 5 years of experience in a senior, leadership position with a similar scope of responsibilities

Compensation:

This is an outstanding opportunity for a highly motivated professional to assume a pivotal role in the evolution of a fast-growing, highly respected organization. We are seeking an individual of outstanding quality with a respected track record. ITCDC is prepared to offer a competitive compensation package.

To apply:

Interested persons, please submit to:

hr@integritycdc.org

- Cover letter, detailing how your skills and experiences align with the responsibilities of the position along with your desired salary range
- A resume that includes previous positions, areas of responsibilities, employer, and years served

No phone calls please