



**POSITION ANNOUNCEMENT**  
**PRESIDENT & CEO**  
**Reports To: Board of Directors**  
**Location: Oakland, CA**  
**OPEN UNTIL FILLED**

*THE GREENLINING INSTITUTE SEEKS A COURAGEOUS, STRATEGIC, COLLABORATIVE AND VISIONARY LEADER TO BUILD ON ITS LEGACY OF ADVANCING ECONOMIC OPPORTUNITY AND EMPOWERING PEOPLE OF COLOR; ENSURE CONSISTENT ACHIEVEMENT OF ITS MISSION AND FINANCIAL OBJECTIVES; AND POSITION THE ORGANIZATION FOR STRATEGIC GROWTH WHILE EMBODYING AN UNRELENTING FOCUS ON EQUITY.*

## **ABOUT THE GREENLINING INSTITUTE**

“THE GREENLINING INSTITUTE OFTEN SAYS WHAT OTHER NONPROFITS ONLY THINK.”

–THE NONPROFIT QUARTERLY

Founded in 1993, The Greenlining Institute envisions a nation where communities of color thrive and race is never a barrier to economic opportunity. Because people of color will be the majority of our population by 2044, America will prosper only if communities of color prosper. Greenlining advances economic opportunity and empowerment for people of color across the nation through advocacy; community and coalition building; research; and leadership development. Greenlining works to increase the health and wealth of people of color by targeting five major sectors of the economy: Financial Services, the Green Economy, Energy, Health, and Technology. We also train emerging leaders to advocate for equity and justice in their careers through our nationally recognized Leadership Academy programs. Greenlining has a bold, progressive and team-oriented culture and is deeply committed to upholding a diverse, equitable and inclusive work environment for all.

Headquartered in California, Greenlining’s approach focuses on bringing grassroots community leaders face to face with leading public and private sector leaders. We design and support policies to open doors to opportunity. We don’t see these interactions as a zero-sum game in which one side must win and the other must lose. Instead, we reach for win-win solutions that expand the size of the pie for all Americans. For more information, visit us online at [greenlining.org](http://greenlining.org).

## **ABOUT THE POSITION**

### **Key Duties and Responsibilities**

#### *Strategic Direction and Oversight*

- + Assure that the organization has long-range strategies to effectively achieve its mission and measure its progress
- + Provide leadership in developing high-quality, proactive and responsive programs and policy strategy with corresponding organizational and financial plans in partnership with staff and Board
- + Ensure implementation of governance and management policies adopted by the Board
- + Provide strategic leadership in close coordination with program directors to advance local, state, and federal policies that advance racial and economic justice

- + Maintain a working knowledge of significant developments and trends in the field
- + Maintain official records and documents and ensure compliance with federal, state and local regulations

### *Board and Staff Relations*

- + Support Board development and operations by regularly informing Board members on the condition of the organization and all important factors influencing it
- + Seek the Board's guidance, direction, and approval on all important strategic matters and engage the Board in all key initiatives
- + Ensure appropriate systems are in place for recruitment, employment, development and retention of talented, diverse personnel
- + Ensure sound human resource practices including job descriptions and performance evaluations
- + Maintain and cultivate an effective executive leadership team, with appropriate provision for succession
- + Encourage professional development and training for staff consistent with their respective roles and responsibilities
- + Support and maintain a diverse and inclusive workplace culture to attract, retain, and motivate exceptional staff
- + Provide leadership in applying and embedding a diversity, equity and inclusion framework to Greenlining's internal processes and infrastructure

### *Fundraising and Financial Management*

- + Develop and maintain sound financial practices and ensure effective stewardship of the organization's resources
- + Work with the staff and Board in preparing and managing the organization's budget to ensure organizational and programmatic needs are met while operating within legal and budget parameters
- + Support the implementation of annual fundraising plans and other revenue models to ensure long-term financial sustainability
- + Jointly, with the Executive Committee of the Board, conduct official correspondence of the organization and jointly, with designated officers, execute legal documents

### *Communications and External Relations*

- + Broadly and strategically promote and position the activities of the organization, its programs and goals ensuring that the organization is consistently presented to relevant stakeholders
- + Guide the development of a comprehensive communications strategy to effectively tell the story of Greenlining's work and incorporate strategic communications into our advocacy
- + Build strong ties with and galvanize The Greenlining Coalition - a diverse group of community-based organizations that have banded together around a common vision of social justice
- + Foment existing connections with; galvanize; and support the Greenlining Academy Alumni Association
- + Establish sound working relationships and cooperative arrangements with other allied community groups and organizations
- + Represent the programs, policy positions, and point of view of the organization to agencies, community partners, funders, and the general public via writing, speaking, conferences and other engagements
- + Develop strong relationships with existing funders and cultivate relationships with new supporters

## Qualifications, Skills, and Abilities

- + Demonstrated commitment to Greenlining's mission, vision, values and goals and an understanding of the intersectionality in Greenlining's work, culture, and workplace
- + Demonstrated commitment to and experience in advancing equity and inclusion for people of color
- + Strong track record of a minimum of ten years of progressively responsible, senior-level management experience in the nonprofit, philanthropic, government and/or private sectors
- + Previous nonprofit management experience at a Director level or higher strongly preferred
- + Master's degree from an accredited college or university in a related field strongly preferred or experience in excess of the minimum experience requirement
- + Working knowledge of the local, regional and national landscape, including key stakeholders, data points and trends for the work done by Greenlining
- + Excellent verbal and written communication skills and the ability to confidently speak and represent the organization in local, regional and national forums
- + Courageous, strategic, collaborative and visionary leadership while being accountable, approachable, effective and inspiring
- + A consensus-builder with strong emotional intelligence to relate to, understand and lead others
- + Related public policy, legal, and/or research experience and expertise
- + Demonstrated ability to develop and sustain people-centric engagement strategies
- + Ability to build and motivate strong, efficient teams that exhibit high levels of trust and accountability
- + Fiscal management and fundraising experience at a scale similar to Greenlining (\$7 million+ annual budget) or extensive experience building relationships with funders or having ample existing relationships with funders
- + Strategic planning and program and initiative management experience
- + Ability to effectively develop and facilitate outcomes-oriented meetings, retreats, workshops
- + Ability to evaluate existing systems, and develop and implement improvements
- + Ability and willingness to travel, as needed, to meetings and conferences throughout the state and possibly other locations

## Compensation and Benefits

The Salary Range for this position is competitive and commensurate with qualifications and experience. The excellent benefits package includes paid vacation; health, vision and dental insurance; 401(k) retirement plan; and paid sabbatical leave after 5 years of full-time employment.

## HOW TO APPLY

To apply, email a cover letter, resume and list of three references (candidates will be notified in advance of any outreach to your references) to [greenlining@walkeraac.com](mailto:greenlining@walkeraac.com). Use the subject line: President & CEO. Submit Microsoft Word or PDF files only (one combined PDF file is preferred).

*Questions?* Contact Constance Walker, Walker and Associates Consulting, at (510) 834-2341 or [cwalker@walkeraac.com](mailto:cwalker@walkeraac.com).

*Greenlining is committed to building and maintaining a diverse staff and a welcoming workplace. We encourage women, immigrants, people of color and LGBTQ applicants to apply.*

