



**National
Urban League**

*Empowering Communities.
Changing Lives.*

PLEASE POST

May 1, 2024

Affiliate Services Bulletin #3

NUL AFFILIATE CHIEF EXECUTIVE OFFICER VACANCY

URBAN LEAGUE OF GREATER MIAMI, INC. (Miami, FL)

PRESIDENT AND CHIEF EXECUTIVE OFFICER

Salary: Negotiable to \$250,000 per annum, commensurate with knowledge, experience, skills, and ability

The Urban League of Greater Miami, Inc. seeks a President and Chief Executive Officer to manage and oversee the day-to-day operation of the non-profit social service organization. An Affiliate of the National Urban League, the Urban League of Greater Miami, Inc works to improve the economic, cultural, social, and educational conditions affecting all citizens in the city of Miami and surrounding communities. As an Affiliate of the National Urban League, it reaches nationwide audiences and partners with other Urban League Affiliates making it a strong proponent for programs that can be replicated across the country.

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 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, and in conjunction with the Board Chair, generates new ideas and leads 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 organization, 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.

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.

The successful applicant for the position of President and Chief Executive Officer must hold a bachelor's degree (master's degree preferred) in business administration, social work, public administration, or finance. Other disciplines may be considered based on experience and a proven record of leadership and management in community-based organizations with a budget of one million dollars or more. 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. Some knowledge in community building, housing and development is necessary. 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.

The Urban League of Greater Miami is in the National Urban League's Southern Region. Ms. Bernadine Bush serves as the Board and Search Committee Chairperson. Note: **For certification consideration, please submit cover letter and up-to-date resume to Ms. Bernadine Bush - Search Committee Chair (subject line: "CEO Application") on or before May 31, 2024, to:**

Bernadine Bush
Search Committee
Urban League of Greater Miami, Inc.
[Email: urbanleagueceosearch@aol.com](mailto:urbanleagueceosearch@aol.com)

URBAN LEAGUE EMPLOYEES WITH AN ACCEPTABLE LEVEL OF EXPERIENCE WOULD BE A PLUS
Please Note: This affiliate may have specific need requirements which may not be listed in this announcement.