



Executive Vice President and Chief Operating Officer Washington, DC



*Protecting and promoting the civil and human rights
of everyone in the United States*



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An America as Good as Its Ideals

[The Leadership Conference on Civil and Human Rights](#), a 501(c)(4) organization, is the country’s oldest and largest civil and human rights coalition of more than 200 national organizations. The Leadership Conference has coordinated national advocacy efforts on behalf of every major civil rights law since 1957. [The Leadership Conference Education Fund](#), a 501(c)(3) organization, builds public will for federal policies that promote and protect civil and human rights in the United States. Founded in 1969 as the education and research arm of The Leadership Conference, The Education Fund’s campaigns inform, educate and empower local, state and national leaders to advance and protect civil and human rights and progressive change in the United States.

There are no two organizations in the country better positioned to lead the fight for civil rights today. At few times in American history have the basic democratic institutions that form the bedrock for civil rights protections come under greater attack—from the fundamental right to vote to the independence of the judiciary to constitutional policing practices. In this environment, civil rights and progressive groups must be more than the sum of their parts to advance social justice effectively. The Leadership Conference/The Education Fund use their leadership positions to bridge the full range of civil rights organizations, guide the national conversation, and amplify the collective voice of the movement.

Focused Priorities, Broadened Coalition

To maximize its reach and effectiveness, The Leadership Conference/The Education Fund have developed a new strategic framework focused on democracy, justice, and opportunity. The organizations are working with the coalition



to defend against immediate challenges to these values while laying the groundwork for the aggressive pursuit of affirmative civil rights goals at the local, state, and federal levels in the future. While The Leadership Conference/The Education Fund have focused their priorities, they have simultaneously broadened their engagement, cultivating unusual allies—including business, law enforcement, and faith communities—as well as traditional partners in their campaigns. The Leadership Conference’s/The Education Fund’s specific strategic priorities focus on:

Protecting Democracy



by protecting the census, voting rights, and fair courts

Fighting for Equality



by fighting for Dreamers, against hate, and for reform in the criminal justice system including policing

Seeking Opportunity for All



by seeking economic security, educational equity, and equity in access to media and technology



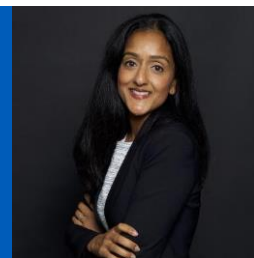
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New Leadership, New Opportunities

The new strategic focus of The Leadership Conference/The Education Fund is the work of a world-class leadership team. In June 2017, the visionary Wade Henderson, The Leadership Conference's long-serving President and CEO, retired after shepherding the coalition through a 20-year period of growth and legislative advocacy. Vanita Gupta, a long-time civil rights leader and advocate, assumed the helm.

As a young lawyer at the NAACP Legal Defense Fund, Vanita famously led the team that overturned the wrongful convictions of nearly 10% of the African-American population of Tulia, Texas. She went on to serve as the Deputy Legal Director at the ACLU, where she launched the organization's Smart Justice Campaign to end mass incarceration and secured a landmark settlement on behalf of immigrant children. Vanita then served as head of the Obama Justice Department's Civil Rights Division, where she led investigations of the Ferguson, Baltimore, and Chicago police departments; appeals in voter ID cases; and the challenge to North Carolina's law on transgender access to public life. Through a carefully organized transition plan, Vanita has brought to The Leadership Conference/The Education Fund a new team with top-notch legislative, management, legal, and organizing backgrounds.



The Executive Vice President and Chief Operating Officer will join a world-class team that includes:

- ❖ Kristine Lucius, Executive Vice President for Policy and former top legal and policy advisor on the Senate Judiciary Committee
- ❖ Ashley Allison, Executive Vice President of Campaigns and Programs and former Deputy Director in the White House Office of Public Engagement
- ❖ Allyn Brooks-La Sure, Executive Vice President of Communications and former spokesperson for former EPA administrator Lisa P. Jackson, two Senators, and non-profits including the Save Darfur Coalition

Supporting and managing a high-profile team

As the orchestrator of major civil rights coalitions, The Leadership Conference and The Education Fund manage a complex set of logistics with high-stakes impact. New HR systems are needed to support the organization's high-performing staff. The organizations' new strategy for advancing their priorities has created an opportunity to pursue new revenue streams and donor relationships, magnifying the importance of comprehensive fundraising activities and requiring donor stewardship at the highest levels. Coalition partners must be carefully engaged as those new strategies are executed. The financial health of the organization must be assiduously managed to keep pace with the ambitions of its programs.

To meet all of these challenges, The Leadership Conference/The Education Fund is hiring an Executive Vice President and Chief Operating Officer to partner with the President/CEO, serve as the organization's internal leader, and spearhead critical projects.



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The Opportunity

The Leadership Conference on Civil and Human Rights/The Leadership Conference Education Fund seek an Executive Vice President and Chief Operating Officer who is committed to developing the highest-caliber operations to support a civil rights mission. This senior position is a part of the leadership team and reports to the President/CEO. The EVP and COO is responsible for working with the President to maintain the organization's financial stability; overseeing the establishment and implementation of policies and procedures for IT, human resources and administration, finance, and development; managing the team structure for development; overseeing legal compliance and strategy and ongoing strategic planning and evaluation; and maintaining strong functioning of and relationships with two Boards of Directors. Specific duties include:

Financial and Legal Sustainability

- ❖ Ensure that the organization has a long-range strategy that will enable it to maintain its financial health and implement its policy priorities in an effective and efficient manner.
- ❖ In conjunction with the President and CEO, establish sound financial practices to ensure the integrity of financial systems and clean audits.
- ❖ Work closely with the Vice Presidents for Development and Finance, in consultation with the President and other Executive Vice Presidents, to coordinate the annual operations plan and budget, ensure the organization meets its annual budget goals, and align expenditures and revenues.
- ❖ Establish sound working relationships with key foundations, engaging with representatives on a regular basis and reviewing and finalizing all proposals and reports.
- ❖ Ensure the organization's legal compliance, coordinating with outside counsel as needed.
- ❖ Assist in maintaining official records and documents consistent with federal, state, and local regulations.

Organizational Development

- ❖ Oversee the team structure of the organization, ensuring that project work conforms to grant agreements with funders and adheres to budgets.
- ❖ Supervise the Vice Presidents for Development and Finance and the Directors of IT, Finance, and Human Resources, fostering good operational policies and procedures and a well-functioning organization.
- ❖ Develop and establish the performance culture of the organization, lead performance management, and provide day-to-day leadership.
- ❖ Direct the periodic evaluation, adoption, and implementation of new infrastructural systems (including technological systems) that promote efficient internal operations.
- ❖ Serve as a spokesperson for the organization when needed, with a focus on organizational development and strategic planning as well as policy issues as appropriate.

Strategic Oversight

- ❖ Serve as principal liaison to and secretary of the Boards of The Education Fund and The Leadership Conference, working to promote sound governance and adoption and implementation of best practices.
- ❖ Facilitate coordination between the program work of The Education Fund and policy priorities of The Leadership Conference.
- ❖ Oversee periodic strategic planning processes to review the mission and operations of the organization and ensure its currency and relevance; maintain a working knowledge of significant developments and trends in national and local civil and human rights and advise as appropriate on organizational strategy.





The Candidate

The Leadership Conference/The Education Fund seeks an exceptional internal leader, a strategist who thrives on building and managing well-designed internal systems that bring challenging goals within reach. A colleague with excellent interpersonal skills, the EVP will be able to foster internal conversations that build support for and engagement in processes that advance an organization's strategic priorities; a detail-oriented professional, s/he will be able to oversee the careful execution of those processes. The EVP and COO's specific qualifications include:

Background

- ❖ At least 10 years of experience in the civil rights arena or a related non-profit field.
- ❖ Bachelor's degree is required; J.D. or related graduate degree is preferred.

Knowledge, Skills, and Experience

- ❖ Sophisticated and fluent understanding of the landscape of contemporary civil rights activism.
- ❖ Experience working successfully with the most senior leaders and stakeholders in an organization and serving as an effective strategist and partner.
- ❖ Talent for extracting, analyzing, and articulating data in ways that support effective, efficient decision-making; includes knowledge of best practices of non-profit governance and financial oversight.
- ❖ Comfort overseeing a wide range of financial functions, including developing and managing complex budgets, participating in financial reporting, and managing risk.
- ❖ Experience reviewing contracts and memoranda of understanding, as well as ensuring compliance with contracts and federal and state statutes.
- ❖ Record of working closely with and reporting to a Board of Directors.
- ❖ Significant experience as a supervisor and manager to high-level staff members.
- ❖ Extensive experience engaging with foundations and individual donors and demonstrated ability to secure gifts.
- ❖ Excellent written and verbal communication skills.
- ❖ Ability to manage multiple tasks in a fast-paced and deadline-driven environment.

Leadership Style

- ❖ Demonstrated commitment to civil and human rights and The Leadership Conference/The Education Fund's specific missions, histories, and ambitions.
- ❖ Values-driven leadership that balances self-confidence and self-awareness and is committed to personal and professional development.
- ❖ Demonstrated commitment to building community and vigorously promoting equity and inclusion; cultural competency with respect to issues including but not limited to race, gender, sexuality, physical limitations, and class or religious perspectives; active commitment to equal opportunity.
- ❖ Unimpeachable integrity and trustworthiness; mature judgment in handling confidential information.
- ❖ Penchant for diplomacy and ability to work collaboratively with colleagues.



To Apply



The Leadership
Conference



The Leadership
Conference
Education Fund

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Questions, résumés, and CVs should be sent to
search@driconsulting.com

All first-round interviews for this position will take place at Development Resources, *inc.* at 1820 N. Fort Myer Drive, Suite 702, Arlington, VA 22209, (703) 294-6684, or via telephone/video conference.

The Leadership Conference on Civil and Human Rights is an Equal Opportunity Employer and is seeking a diverse slate of qualified candidates for formal consideration.



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