



Join the team that's ending homelessness for women!

We're looking for a **Chief Operating Officer** to serve as a strategic partner to our visionary CEO.

It Could Be You!

This bold leader will oversee business operations and infrastructure with a keen eye towards organizational design to ensure the Center continues to thrive and fulfill its mission. S/he will identify strategies and systems to improve organizational efficiency and productivity while maintaining an engaged and high performing workforce. The ideal candidate must possess the vision and courage to break new ground and establish the highest standards of excellence while balancing the needs of the organization.

This position reports to the Chief Executive Officer and joins an Executive Leadership Team that also includes a Chief Program Officer, Chief Development Officer, and Chief Financial Officer. S/he will supervise a direct staff of two (Director of Administration and Director of Communications & Policy).



Our Mission:

The mission of the Downtown Women's Center (DWC) is to provide permanent supportive housing and a safe and healthy community fostering dignity, respect, and personal stability, and to advocate ending homelessness for women.



Our Community:

Founded in 1978, DWC was the first organization to exclusively serve mentally ill and elderly homeless women on Los Angeles' Skid Row. Through both Residences, DWC provides permanent support housing to 119 women with special needs who were once without a home, along with a wide range of daily drop-in support resources. If you're a determined optimist who wants to change the world for the better, join the team that's ending homelessness.

FIND OUT MORE AT DOWNTOWNWOMENSCENTER.ORG.

At DWC, we're innovators and problem-solvers. We believe everyone can play a part in ending homelessness — including you.

Here's What You'll Do:

LEADERSHIP & STRATEGIC PLANNING

- Manage organizational visioning, strategic planning, and goal-setting among Board and staff
- Engage and work in collaboration with the Board of Directors on matters of governance, communications, operations, and strategy; act as staff liaison to relevant Board Committees

OPERATIONS, HUMAN RESOURCES, & FINANCE

- Develop and manage infrastructure required to successfully deliver and expand program operations
- Develop partnerships and strategies in the nonprofit, private, and public sectors that drive sustained capacity-building and help DWC advance its mission
- Provide oversight to recruitment, hiring, and compensation/benefits administration
- Support organizational budgeting process, and assist in the development of short- and long-term financial plans and analysis
- Provide oversight to administrative functions for DWC offices (currently two sites in downtown Los Angeles), ensuring smooth daily operations of facilities and equipment
- Ensure ongoing regulatory and legal compliance, and provide oversight to all contract, risk management, insurance, and legal activities
- Monitor organizational performance metrics and guide related reporting efforts

COMMUNICATIONS & POLICY

- Ensure annual communications strategy drives forward the vision and strategic plan of DWC
- Develop internal communications policies and procedures to ensure all staff are informed and empowered
- Oversee implementation of agency's advocacy platform through meaningful partnerships with community coalitions, taskforces, and government agencies

STRATEGIC PARTNERSHIPS

- Forge new relationships and strategies to build the Downtown Women's Center's visibility and impact
- Increase organizational capacity to support new funding sources with an eye towards government funding
- Guide business development strategies and provide leadership in the launching of new initiatives

OTHER

- Regularly provide verbal, written, quantitative and qualitative analyses, briefings, and recommendations to the Executive Team and Board of Directors
- All other duties as assigned to support the mission of the organization

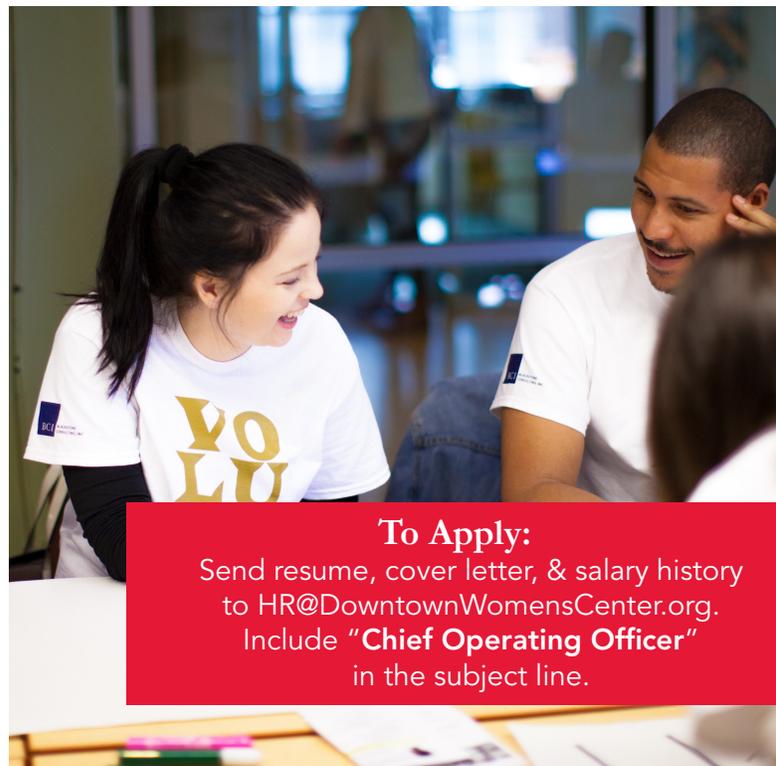
Schedule & Salary:

This is a full-time, exempt position. Office hours are 9:00am to 5:30pm; with flexibility to work evenings and weekends when necessary. Salary range depends on qualifications and experience.

You Could Be a Good Fit If You Have...

- Bachelor's Degree (required); MBA/MPA preferred
- A minimum of 6 years of senior management experience, including supervision of senior-level staff
- Broad knowledge of nonprofit management with demonstrated technical expertise in organizational design/development and at least one of the following functional areas: resource development, policy/advocacy development or facilities/asset management
- Experience managing large-scale projects and driving change initiatives
- Excellent interpersonal, written, and verbal communication skills
- Possess a strong commitment to the mission, philosophy, and values of DWC, as well as a passion for ending homelessness and empowering women

DWC is an Equal Opportunity Employer and is committed to a diverse workplace. We strongly encourage people of color, people with disabilities, women, and LGBTQ candidates to apply.



To Apply:

Send resume, cover letter, & salary history to HR@DowntownWomensCenter.org. Include "Chief Operating Officer" in the subject line.