

## Job Search – President and Chief Executive Officer

After 27 years at the International Institute of Los Angeles, Steve Voss, our President and CEO, announced his forthcoming retirement. The IILA Board has begun a search for his replacement. On January 1, 2021, Mr. Voss will reduce his hours to part-time and will continue in this capacity until a new President and CEO is hired and has successfully transitioned to leading and managing IILA.

## Description of IILA Organization

At the International Institute of Los Angeles (IILA) our mission is to provide essential programs and services that support less fortunate individuals and families, especially immigrants and refugees. Our staff, volunteers, and partners focus on helping people lift themselves out of poverty -- to live productive and rewarding lives.

Founded in 1914 to support newly arrived refugees and immigrants fleeing war and pogroms in Europe, the Institute is one of the oldest social services agencies in the region and is proud of its record of success in advancing the well-being of all newcomers, no matter their race, creed, culture, language, age, gender, or economic status.

Our nonprofit headquarters is located just east of downtown Los Angeles. We employ over 130 dedicated, multicultural staff who offer a range of social services such as childcare, parenting skills, housing, food, medical care, learning English-as-Second Language instruction, financial literacy, consumer awareness, job development, to name a few, in over 25 locations throughout Southern California.

IILA's annual \$14 million budget reflects several revenue streams that include government grants and contracts, foundation grants, and individual donations. Relevant financial information available upon written request.

## Job Description of the President and CEO:

Within a team-oriented environment, the position of President/Chief Executive Officer operates under the authority of the IILA Board of Directors and includes the following responsibilities:

- Oversees IILA's top-level multi-disciplinary management team, and recruits, hires, supervises and evaluates performance of team members. Provides opportunities for staff development.
- Coordinates short- and long-range budget and program planning.
- Responsible for overall coordination and supervision of resource development and public relations, delegating authority as appropriate.
- Represents IILA in the community and participates in local, state, and national levels of leadership to promote agency development and advance social welfare programs and policy.
- Provides leadership to staff in developing and implementing all current and new programs that best serve needy individuals and families.

- Practices and promotes accountability throughout the agency to ensure positive outcomes in all the agency's operations.
- Responsible for the development and administration of a system for periodic evaluation of the effectiveness of the agency's programs.
- Answers to the fiduciary authority and oversight of the IILA Board of Directors through regular program briefings, budget reports, and bi-monthly board meetings during which all issues relevant to the agency's financial stability and program outcomes are presented and deliberated.

## **Job Requirements:**

The requirements for the President and CEO position include:

- Bachelor's Degree in social work, management, or a related human services field. A Master's Degree is preferred but not required.
- A minimum of 10 years of experience in the field of human services, including demonstrated competence in personnel and program management. Direct management of at least four department heads is a plus. Demonstrated ability to lead and delegate is a plus.
- Successful track record in managing a nonprofit agency with operating budget exceeding \$10 million annually and staff exceeding 60 workers. Demonstrated accounting and resource management experience is a plus.
- Excellent English writing and speaking skills. Spanish language skills are a plus, but not required.

## **Physical Demands:**

To meet the essential functions of this job, the successful candidate must be able to perform these physical requirements:

- Daily use of a laptop and/or desktop computer up to 8 hours/day.
- Ability to meet at off-site meetings with IILA's various service centers, with program funders, donors, and public meetings.

## **Application Information:**

International Institute of Los Angeles (IILA) is an equal opportunity employer. All applicants are required to complete an IILA employment application, which may be found on our website at [www.iilosangeles.org](http://www.iilosangeles.org).

**Send resume and application, via email, to:**

**John O'Malley**  
**Secretary, Board of Directors**  
**International Institute of Los Angeles**  
[johnomalley@sprintmail.com](mailto:johnomalley@sprintmail.com)  
**626-432-4896**