



OC Human Relations

Building community by fostering respect, resolving conflict and pursuing equality

1300 S. Grand, Bldg. B, Santa Ana, CA 92705 * 714.480.6585 * www.ochumanrelations.org

Chief Executive Officer

Organization Profile

At OC Human Relations we believe ALL people have a right to live free from discrimination and violence based on any aspect of their being.

Founded in 1991 as a non-profit 501(c)3 organization, OC Human Relations is a nationally recognized leader in creating safe, inclusive schools and communities, developing diverse leaders, mediating conflict and building respect and inclusion among all people.

OC Human Relations helps shape the future through innovative programs like BRIDGES Safe and Respectful Schools, Police/Community Reconciliation, #HateFreeOC, Restorative Justice, Intergroup Dialogues, Hate Crime documentation, Police training in Implicit Bias, Immigrant Parent Leadership Institute, Community Building, Diverse Leadership Development, Mediation and Conflict Resolution, and OC Human Relations Commission.

Position Description

This is the Chief Executive Officer of a non-profit organization with an annual budget of \$1.8 million and a dedicated professional staff of 20. Responsibilities include a wide variety of assignments including fundraising, strategic planning, working with a Board of Directors,

financial management, writing, public speaking, training, facilitating, coordinating, as well as supervision and administration. Work is frequently on issues requiring sensitivity and diplomacy.

Examples of Responsibilities

1. Leads the development team working with Board members and major donors to raise funds to support an operating budget of this highly-regarded, well-established non-profit agency.
2. Builds partnerships with diverse community leaders, major donors, foundation representatives, city managers, police chiefs, members of the OC Board of Supervisors.
3. Elevates the human relations agenda across multiple sectors of the community.
4. Leads the team to develop collaborative planning processes and come up with creative solutions to complex human relations issues.
5. Brings out the best in each person with diverse skills through coaching, mentoring, feedback and performance improvement action plans.
6. Works effectively with the Board of Directors providing them with timely and accurate information and facilitating their operations and administration.
7. Builds a broad based Board of Directors to serve as a key to the governance system of the non-profit.
8. Manages staff support to the Commission, Board of Directors and Community Partners.

Qualifications and Traits

1. Minimum of 5 years of experience in senior management roles including experience in:
 - fundraising
 - managing finances
 - strategic planning
 - policy advocacy
 - working with a Board of Directors
 - diplomacy
 - supervision of professional staff
2. Authentic, trustworthy, and transparent leader able to inspire people with his/her vision.
3. Awareness of issues important to racial, ethnic, religious, sexual orientation, age, disability, socio-economic, gender, and national origin groups, as well as, intergroup relations.
4. Experience in organizational development and strategic planning.
5. Mastery of collaboration, mentoring, and team building with diverse communities.
6. Experience working with police, cities, county government, schools, businesses, and individuals.
7. BA degree from an accredited college.
8. Mastery of oral and written communication skills.

Desirable Knowledge and Experience

- Media relations and communications
- Hiring, training, supervising, developing and mentoring new staff
- Leading a diverse group of professionals on a team including some with whom one may have fundamental differences
- Taking responsibility for a program which requires collaboration among diverse staff members in order to achieve success where all feel valued and included
- Communicating with grass roots community members in a non-patronizing manner
- Working with diverse groups of individuals to promote cooperation and mutual understanding
- Dealing tactfully with sensitive problems involving divergent viewpoints
- Teaching the decision-making process of institutions to community groups
- Preparing comprehensive written and oral reports
- Researching and analyzing human relations problems
- Identifying and dispelling stereotypes about different groups
- Leadership development training for diverse groups of low income people
- Dynamics of intergroup relations, problem solving techniques, and mediation / conciliation methods
- Advocacy of human and civil rights issues
- Bilingual in Spanish reading, writing and speaking skills

Compensation

Salary is commensurate with qualifications and experience, and a comprehensive benefits package is also provided.

TO APPLY

Please direct inquiries and resumes with a letter of interest in PDF format, via e-mail, in confidence to:

James McQueen, Esq.
Chair, CEO Search Committee
OC Human Relations
rusty@ochumanrelations.org