



JOB ANNOUNCEMENT

Chief Operating Officer (Full Time Position)

Position Description: Inner City Law Center seeks a **Chief Operating Officer** to serve as the number two person in the organization. The COO will play a critical role in ensuring that ICLC achieves its goals in alignment with its mission and vision. The COO will lead organizational capacity building efforts, including implementation of the bold and ambitious goals and growth set forth in ICLC's strategic plan and ensuring effective coordination and collaboration across the organization. The COO will provide effective and efficient management of day-to-day operations, including solving problems and seizing opportunities in an appropriate and timely manner.

The COO will have direct reporting oversight of the: Director of Administration; Chief Counsel and Director of Legal Services; Director of Finance; Director of Human Resources; Director of the Provider Alliance to End Homelessness; and Director of Public Policy. This will include leading, mentoring, and serving as a trusted advisor for these executive leadership team members.

The COO need not be a lawyer, but will need to guide senior legal personnel in setting metrics and expectations and ensuring that grant deliverables and program goals are met.

This is an exciting opportunity for a proven leader to join a world-class team that is at the forefront of efforts to end homelessness in Los Angeles.

Hiring Criteria: Commitment to ICLC's mission and values. Specific experience with housing, homelessness, or poverty law a plus but not required.

At least ten years leadership experience in strategy and operations for a mission-driven organization or government agency.

Strong expertise in driving positive organizational culture, capacity-building, and organizational development.

Proven success in hiring, leading, and developing high-performing diverse teams that innovate and implement bold approaches to advance core mission.

Sound financial management experience in a complex environment.

Flexible, entrepreneurial attitude and ability to work in a rapidly-changing, high-energy environment.

Inner City Law Center is an equal opportunity employer, committed to inclusive hiring and dedicated to diversity in our work and staff. We strongly encourage candidates from all backgrounds and communities to apply. All qualified applicants with criminal histories shall be considered in a manner consistent with the requirements of the Los Angeles Fair Chance Initiative for Hiring.

A thinker and a doer, with a high-level perspective, yet a willingness to roll up their sleeves when necessary.

Superb communication, collaboration, and interpersonal skills with diverse stakeholders.

About Inner City Law Center: Inner City Law Center is a nonprofit law firm on Skid Row in Downtown Los Angeles. We are looking for extraordinary people to help us end homelessness in Los Angeles. Founded on the fundamental principle that every person should always be treated with dignity and respect, ICLC fights for housing and justice for low-income tenants, working-poor families, people with disabilities or experiencing homelessness, people living with HIV/AIDS, and homeless veterans. Over the past two years, ICLC's annual revenue has grown from \$5 million to \$10 million. We are helping more clients than ever before to end their homelessness or to avoid it in the first place. As the organization approaches 100 staff (including 50 attorneys), we are seeking a talented individual, a strong leader and problem solver, a diplomatic change agent, and an expert in organizational dynamics to be ICLC's Chief Operating Officer and to ensure that we are doing everything we can to fulfill our mission to end homelessness in Los Angeles.

Compensation: Salary commensurate with qualifications and experience. Excellent benefits.

How to Apply: Applications will be accepted until the position is filled. To apply, please email your resume and cover letter to Anna Carrillo, HR Coordinator, at careers@innercitylaw.org.

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