

Liberty Hill FOUNDATION



Recruitment Profile
Chief Program Officer



McCormack+Kristel

About Liberty Hill Foundation

Founded in 1976 with a bold philanthropic vision, the Liberty Hill Foundation is the epicenter of social justice in Los Angeles. Over the past four decades, organizing and advocacy empowered by Liberty Hill has changed national policies, launched social change movements, transformed neighborhoods, and nurtured hundreds of community leaders who respond to the experience of injustice by fighting for their rights. A laboratory for social change philanthropy, the Foundation's NorthStar is to build power in communities most impacted by systemic injustice to achieve social justice and equity.

Liberty Hill partners with over 1,000 organizations annually through grant-making, which fuels grassroots organizing, programs, and policy change. An accelerator of community organizing in Los Angeles and a national leader in social justice, the Foundation's critical funding, training, and capacity building focuses on eight core priorities: The Agenda for A Just Future, Racial Justice, Youth & Transformative Justice, LGBTQ & Gender Justice, Environmental & Climate Justice, Economic & Housing Justice, Electoral Power Building, and Healing Justice.

One of the founding principles of Liberty Hill is the democratization of philanthropy. Donor Activists, as Liberty Hill's supporters are called, contribute funds to power grassroots activism and join the movement for a more just and equitable Los Angeles. Donor Services include giving options such as Donor-Advised Funds, Giving Circles that pool funds for more significant impact, and Planned Giving. Personalized advising takes the guesswork out of giving, helping donors make intelligent philanthropic decisions and ensure their gifts make the most significant impact possible.

Liberty Hill is the home of progressive Los Angeles. All who are connected to the Foundation are part of a community, part of a solution, and part of a movement for change. Liberty Hill believes that those closest to the pain should be closest to the power. They envision a society in which all people have a powerful voice, including those currently shut out of our democracy, people cut off from opportunities because they are poor, because of their skin color, because of their gender or sexual orientation, because of where they live or where they were born.

The mission of the Liberty Hill Foundation is to leverage the power of community organizers, donor activists, and allies to advance social justice through strategic investment in grants, leadership training, and campaigns.

Organizational Highlights



Founded in 1976



\$30 Million in Revenues
\$6 Million in Endowment



16 Person
Board of Directors



45 Staff Positions



Headquartered in
Los Angeles, CA



For more information, please
visit: www.libertyhill.org/





The Position

Reporting to the President and CEO, the Chief Program Officer (CPO) leads the Foundation's programs and program staff. Serving as a vital member of the Executive Team, which includes the CEO, the Chief Operating Officer, the Chief Financial Officer, the Chief Communications Officer, and the Chief Philanthropy Officer, and overseeing a 19-person staff including program, grant, and fundraising professionals, the CPO will lead strategies to advance Liberty Hill's mission and create internal systems to increase programmatic impact. Essential responsibilities include:

Strategy and Leadership

- In partnership with the CEO and the Executive Team, play a key leadership role in ensuring the Foundation meets its strategic goals, supports a values-based, collaborative culture, and builds programs that impact a movement to shift power across LA;
- Collaborate with the CEO and Executive Team to develop and implement the Foundation's programmatic strategy, with a focus on program design, advocacy, and capacity building;
- Model and nurture a trusting, communicative, empowering, and learning-focused team culture;
- Promote resiliency and adaptation to respond to changes in the internal and external environments and related shifts in strategy or focus;
- Partner with Human Resources on employee support, evaluation, training, and professional development;
- Provide direct supervision, support, and mentoring to high-level staff to ensure they have strategic thought partnerships and are effectively supported and resourced;
- Provide strategic advice to the President and CEO and the Board of Directors to inform decisions and strategic objectives;
- Spearhead new and oversee existing programs, ensuring alignment with strategic goals and organizational values;
- Guide all government partnerships, including assessing opportunities, negotiating contracts, overseeing the implementation of programs, and ensuring contract compliance;
- Champion a culture centered on equity, accountability, and transparency;
- Foster an environment where coaching and direct feedback continually raise team performance;
- Develop trust and collaboration across teams to foster cohesion, increase efficiency, and create a shared sense of purpose.

Program Management

- Drive ambitious results through program design and management;
- Collaborate with Operations to ensure operational infrastructure, systems, and processes that allow for effectiveness and efficiency;
- Prepare strategy memos, briefs, reports, and presentations in a variety of formats for the board, executive team, community leaders, and other internal and external audiences and mentor staff in this area;
- Ensure programs, training, coalitions and campaigns, and other programs align with the Foundation's mission, vision, and values;
- Analyze program metrics to improve current programs, create innovative programs, make informed decisions, and increase impact;
- Collaborate with the Development Department to develop and implement innovative programs with donors and to identify and recommend potential movement leaders to donor-advised account holders.

Finance and Operations

- Collaborate with Operations to build systems, create structures, and define workflows for a large, layered, and professionally diverse team;
- Lead budget management, including supporting budget directors to manage program budgets, allocate resources efficiently, and ensure transparency and accountability in financial management;
- Analyze funding opportunities relative to the resources provided by revenue and staff capacity;
- Provide strategic guidance on the most effective use of unrestricted resources;
- Collaborate with the Executive Team to increase unrestricted revenue.

Communications and Community Engagement

- Collaborate across departments to share program data and information and develop content for communications and fundraising efforts;
- Partner with the Executive Team on the Foundation's external messaging and storytelling;
- Provide clear and compelling communications about the Foundation's program activities to the progressive nonprofit, donor, foundation, and broader communities;
- Represent the Foundation at PSO forums and create, participate in, and manage funder collaboratives;
- Seek opportunities to expand partnerships and coalitions between the Foundation and progressive movement-building organizations.



The Opportunity | This is an exciting opportunity for a bold, visionary leader passionately committed to social justice to support a savvy team to reach new goals, expand capacity, and increase impact. The new CPO will guide an extensive program portfolio that advances equity in Los Angeles and creates a new future for the region guided by justice.

Professional Requirements

The Chief Program Officer will work closely with the President and CEO, Board, and Staff to shape and implement a programmatic vision for Liberty Hill Foundation. The CPO will ensure the Foundation's programs are innovative, strategic, and aligned with the Foundation's mission. The CPO will understand the role of movement building in advancing economic and racial justice through innovative intersectional programs. The CPO will have experience with diverse funding streams and know how they can be invested to create solutions to inequity. The successful candidate will bring the following:

- A minimum of seven years' senior leadership experience in a mission-driven organization;
- Experience supervising staff and a solid understanding of recruiting, leading effective teams, and encouraging high levels of staff performance;
- Financial acumen, including prior experience developing and tracking organizational and program budgets;
- A background in organizing across issues in social justice, with a preference for experience in LA County;
- Program design and implementation experience, ideally within an operating foundation;
- Demonstrated experience shaping and overseeing programs that successfully support and engage diverse communities;
- Experience developing and implementing systems and internal processes that foster collaboration and increase efficiencies;
- An ability to envision new structures and create solutions that support internal operations to realize more significant outcomes;
- Familiarity with government grants, including experience securing, negotiating, executing, tracking, and reporting;
- An understanding of philanthropy, including prior experience with grantmaking.

The new Chief Program Officer will be a collaborative leader who is comfortable with shared power and can effectively manage multigenerational teams. They will share Liberty Hill's passion for social justice and embrace its core values of justice, equity, diversity, and inclusion + belonging (JEDI+B). The CPO will be excited by opportunities to get into good trouble.

The Chief Program Officer

Reports to: President / Chief Executive Officer

Leads: a team of 19

Oversees: VP, Programs and VP, Public-Private Partnerships,
Senior Director of Environmental Justice, and Director of Youth Justice

Manages: \$17M grantmaking portfolio

Lives in Los Angeles, CA

Personal Characteristics

The CPO will be a results-oriented change agent leader passionate about advancing change in a progressive foundation. We seek candidates who are firmly committed to the Foundation’s social justice and JEDI+B values and inspired by its mission. Absolute clarity in one’s political analysis is essential for success in this role. In addition, the ideal new CPO will bring the following qualities:

- A leadership style characterized by transparency, emotional intelligence, and empathy;
- A confident communication style that instills trust on issues of equity and justice;
- Clear and direct communication skills, including a commitment to giving and receiving candid and respectful feedback to generate high performance and impact;
- Innovative thinking with a drive to create solutions to improve processes;
- Dynamic interpersonal skills with the ability to create connections, build collaborations, and bridge differences;
- A management style centered on coaching and mentorship;
- An authentic leader skilled in creating and maintaining trust to amplify individual and team strengths;
- Curiosity about emerging issues in social justice and philanthropy;
- Passionate excitement to impact justice and equity in Los Angeles County’s communities;
- A genuine connection to social justice issues is required. Lived experience with injustice is ideal.



The Agenda for A Just Future



Racial Justice



Youth & Transformative Justice

Healing Justice

Electoral Power Building



LGBTQ & Gender Justice



Environmental & Climate Justice



Economic & Housing Justice

Compensation

The annual salary range for this position is \$180,000 - \$220,000. Liberty Hill's comprehensive benefits program includes 100% coverage for medical, dental, vision, basic life, and AD&D insurance. The Foundation's 403b retirement plan consists of a 3% match and a 2% employer contribution. In addition to generous PTO, Liberty Hill provides remote work stipends and offers wellness programs and professional development opportunities.

Location

Liberty Hill's home is in Los Angeles, CA. The Foundation staff works in a hybrid model that is intentional about fostering strong connections between individuals and teams. All staff members work in the office at least four times per month and meet regularly for in-person organizational meetings, professional development, and team building. On a day-to-day basis, staff have access to the Foundation's DTLA location.





Contact

Please submit a résumé and original cover letter that describes your interest in the organization's mission and qualifications through the [application portal on our website](#).

Bryan Epps, Executive Search Consultant

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All inquiries will be held in strict confidence. Please note that your education, dates of employment, and other information will be verified prior to an offer.

McCormack + Kristel works only with equal opportunity employers. Liberty Hill Foundation is an Equal Opportunity Employer that does not discriminate on the basis of actual or perceived race, color, religious creed, national origin, ancestry, citizenship status, age, sex, or gender (including pregnancy, childbirth, and related medical conditions), gender identity or expression (including transgender status), sexual orientation, marital status, military service and veteran status, physical or mental disability, protected medical condition as defined by applicable state or local law (such as cancer), reproductive health decision making, genetic information, or any other characteristics protected by applicable federal, state, or local laws and ordinances. Liberty Hill Foundation's management team is dedicated to this policy with respect to recruitment, hiring, placement, promotion, transfer, training, compensation, benefits, employee activities, access to facilities and programs, and general treatment during employment.

Liberty Hill Foundation will endeavor to make a reasonable accommodation of an otherwise qualified applicant or employee related to an individual's physical or mental disability; sincerely held religious beliefs and practices; needs as a victim of domestic violence, sex offenses, or stalking; needs related to pregnancy, childbirth, or related medical conditions; and/or any other reason required by applicable law, unless doing so would impose an undue hardship upon Liberty Hill Foundation's business operations. Any applicant or employee who needs an accommodation to perform the essential functions of the job should contact the Head of Human Resources to request such an accommodation. The individual should specify what accommodation is needed to perform the job and submit supporting documentation explaining the basis for the requested accommodation, to the extent permitted and in accordance with applicable law. Liberty Hill Foundation will review and analyze the request, including engaging in an interactive process with the employee or applicant, to identify if such an accommodation can be made. Liberty Hill Foundation will evaluate requested accommodations, and as appropriate identify other possible accommodations, if any. The individual will be notified of Liberty Hill Foundation's decision within a reasonable period. Liberty Hill Foundation treats all medical information submitted as part of the accommodation process in a confidential manner.

McCormack + Kristel is a national provider of executive search consulting services for nonprofit and philanthropic organizations. Our practice is focused on mission-driven clients, with expertise in placing executive and senior leaders in foundations, and advocacy, social justice, health and human service organizations.

