



Job Title: Chief Operations Officer (COO)

Location: South Central Los Angeles, CA

Status: Full-time, Exempt

Reports to: Chief Executive Officer (CEO)

About CD Tech: Founded in 1995, CD Tech (Community Development Technologies Center) is a South-Central Los Angeles-based nonprofit organization committed to building the power of residents, small businesses, and nonprofit organizations to dismantle the forces of disinvestment, displacement, and systemic poverty. As the leading community and economic development organization in the region, CD Tech works at the intersection of grassroots leadership development, social impact nonprofit infrastructure support, and economic justice to transform Los Angeles' largest area of concentrated poverty into a model of equitable investment, resident self-determination, and collective power.

Our mission is guided by a three-pronged theory of change. Build Power by transforming the relationship between residents and decision-makers to ensure equitable investment and policy; Build Community Wealth through strategies that build the capacity of residents to stabilize their families and transform their communities through careers in social impact nonprofits and small business economic development; and Build Empowering and Service Community Infrastructure by strengthening the capacity of local public, nonprofit, and small business sectors to drive systemic change. Grounded in principles of asset-based community and economic development, all of CD Tech's work centers the lived experience and leadership of South LA's Black, Latino, and immigrant communities. From education and workforce development to organizing and coalition-building, we are intentional about preparing the next generation of nonprofit and civic leaders to shape just systems and equitable neighborhoods in South Central Los Angeles and the region.

CD Tech operationalizes this vision through deeply rooted, community-driven initiatives.

Our long-standing partnership with Los Angeles Trade-Tech College powers the Community Planning and Economic Development (CPED) Program, a flagship AA and certificate track linked to career pathways such as Public Allies AmeriCorps, the California Youth Leadership Corps, and the emerging Social Impact Nonprofit Apprenticeship. We also lead grassroots initiatives like the Latina immigrant-led SODLA (Sociedad Organizada de Latinas Activas), which organizes around health, housing, civic engagement, and economic justice. As the backbone organization of the CD9 Coalition—made up of over 30 nonprofits, public partners, and small business advocates—we cultivate collective capacity to influence regional and statewide equity initiatives. Together, we're building a South-Central LA where community power drives economic opportunity and justice.

Position Overview:

The Chief Operations Officer (COO) will play a critical leadership role in advancing the mission of our nonprofit organization, dedicated to promoting racial equity and economic justice in South Central Los Angeles. The COO will oversee day-to-day operations, enhance organizational effectiveness, supervise Directors, ensure that we produce outcomes connected to our theory of change and work closely with the CEO and senior leadership to set strategic priorities and operationalize programs that meet the needs of the communities we serve.

Key Responsibilities:**1. Strategic and Operational Leadership**

- Collaborate with the CEO and Senior leadership team to develop and implement a strategic plan that aligns with the organization's mission, vision, and long-term goals.
- Design, implement, and oversee systems and processes to ensure organizational efficiency, effectiveness, and accountability.
- Provide operational oversight to support all program areas, ensuring alignment with strategic objectives and community impact goals.
- Consistently work with Program Directors to monitor key performance indicators (KPIs) and impact metrics, developing reporting systems to measure expected outcomes.
- Work with Program Directors and Senior leadership to lead corrective action plans or make adjustments to program implementation efforts to ensure deliverables and expected/adjusted outcomes are met.
- Identify key areas of success (internal/external) to develop best practice within the organization (individual, collaborative and outcomes performance).

2. Program and Service Delivery Alignment

- Oversee and optimize program, project, capacity building, empowerment and service delivery to maximize community impact, ensuring programs are responsive, culturally relevant, and sustainable.
- Lead cross-functional teams to develop community-focused initiatives in areas such as housing equity, workforce development, financial literacy, and small business support.
- Ensure compliance with all legal, regulatory, and funder requirements, particularly around financial accountability and data security for community programs.

3. Financial Oversight and Resource Management

- Work with the Vice President of Strategic Initiatives, Accountant and Grants Manager to develop and manage the annual budget, ensuring responsible financial stewardship and sustainability of the organization.
- Identify and implement responsible cost measures, efficient workflows, and financial controls to optimize resource use.
- Support all Director's overseeing program budgets to make sure there is alignment and uninformed decision making, reporting and analysis practice.

- Support revenue generation efforts, including grant writing, partnership development, and fundraising events, in collaboration with the development team.
- Provide financial projections to the CEO to help engage the Board of Director in fund development strategies.

4. Staff Management, Capacity Building and Team Development

- Lead human resources functions, including talent acquisition, performance management/evaluation tools, and professional development, fostering a culture that values unity, diversity, equity, inclusion and accountability.
- Assess CDTech's staff's individual skills, knowledge and community relationships capacity to implement the work inline with organizational values, systems change outcomes, resource integration, capacity building/empowerment and centering the most marginalized in a position of strength.
- Mentor, supervise and support Directors and Program Managers, encouraging professional growth and a collaborative team environment.
- Conduct yearly evaluation of all staff under the COO's supervision for consideration of promotion, salary adjustments and performance review.
- Lead the Strategic Planning committee to design and oversee training initiatives that build the capacity of staff to understand the systemic conditions impacting the history and current status of South Los Angeles. CDTech's mission, vision and strategies, promote organizational values, build systems to monitor and address anti-Black racism (and other biases), and social justice principles.

5. Community and Partnership Engagement

- Build and maintain relationships with community stakeholders, government agencies, funders, and local organizations to advance CDTech's collective goals.
- Represent the organization in public forums, advocacy initiatives, and partnership development, ensuring alignment with community needs and racial equity and economic justice goals.
- Promote the organization's role as a thought leader in racial equity and economic development in planning initiatives, coalition, policy tables.
- When needed represent the organization in funder relations, media appearances, public speaking engagements, and at conferences, sharing the impact of our work and expanding our visibility.
- Other duties as assigned.

Preferred Qualifications:

- Proven experience (8+ years) in a senior operational or leadership role within a nonprofit mission-driven organization, preferably focused on social justice, racial equity, or economic justice.
- Deep commitment to and understanding of racial equity, economic justice, and the challenges faced by communities in South Central Los Angeles.
- Demonstrated success in overseeing organizational operations, including strategic planning, program delivery, and resource management.

- Strong financial acumen, with experience in budget management, financial analysis, and resource allocation.
- Demonstrated Human Resource experience, staff capacity, team building knowledge and strategies to improve performance.
- Skilled in team leadership, with a proven ability to foster a collaborative, inclusive, and supportive work culture.
- Excellent communication and interpersonal skills, with the ability to engage diverse stakeholders and represent the organization publicly.
- Bachelor's degree in Nonprofit Management, Business Administration, Public Administration, or related field; Master's degree preferred.

Benefits and Compensation:

- Competitive salary based on experience (\$110K - \$130K annual salary)
- Comprehensive health, dental, vision and life insurance
- Short-term and Long-term disability insurance
- Employer paid vacation, holidays, personal days and sick leave
- Retirement plan with employer match
- Professional development opportunities

Equal Opportunity Employer:

We are committed to building a diverse team that reflects the communities we serve. We encourage applications from people of color, LGBTQIA+ individuals, and those with lived experience in the communities we empower.

Application Process:

Interested candidates are invited to submit a resume, cover letter, and three professional references. The cover letter should outline the candidate's commitment to social and economic justice and experience in community planning or economic development.

Email to ynunez@cdtech.org Subject Line: COO Position at CDTech