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Vice President of Operations and Strategic Development

Why work for the Minority Corporate Counsel Association?

The Minority Corporate Counsel Association (MCCA) is looking for a high-performing Vice President of Operations and Strategic Development. This is a great opportunity to gain management level experience in the nonprofit sector and significant opportunity to rise to the next leadership level.

The Vice President of Operations and Strategic Development (VP O/SD) will report directly to the CEO of MCCA with a dotted line to the President of MCCA Advisory Practice (MAP). The VP O/SD will be an integral part of management.

Overview of the Position

We are looking for a leader who will provide management with business and talent solutions to enhance team development, program and organizational performance.

This individual also has primary responsibility for leadership of MCCA programs; ensures the fiscally-responsible operation of all programs and services; seeks new program development opportunities consistent with the mission and values of the organization. The VP O/SD will hold program and/or project managers accountable to being effective, which includes providing tools and guidance to make sound financial and operational decisions, to provide staff with clear goals and expectations; create an environment of open and honest communication; and provide feedback around performance issues and in general.

The VP O/SD encourages innovation in new business development by providing management with business processes that are efficient, which allows the CEO and President of MAP to quickly identify and pursue new revenue opportunities for program sustenance and expansion.



The VP O/SD develops policies and processes to streamline and improve internal processes across MCCA and its external vendors, to meet the strategic goals and drive business results. This includes leading and/or participating to: diagnose organizational effectiveness issues, collect and analyze data as part of that analysis, identify talent performance gaps and make recommendations to address and build required capability. Typical projects involve organization's performance and workforce diagnosis, program management, change management, talent management/review and effective management process, job design, and goals design.

Duties and Responsibilities

- Keeps management informed of problems that could jeopardize the achievement of MCCA goals, and those that are not being addressed adequately at the program level by staff and third parties (which includes all external vendors, volunteers and anyone outside of MCCA staff).
- Identifies and drives process improvements by identifying root causes to issues and recommends concrete solutions that increase organization capability.
- Oversees staff and vendors in the areas of program evaluation, process management, IT and quality assurance.
- Works in close cooperation with the CEO in the overall management, service delivery and planning for MCCA for existing and new initiatives as assigned.

Additional and specific duties and responsibilities include but are not limited to the following:

- Develop, oversee, coordinate, manage, and efficiently execute MCCA hosted and/or sponsored Programs¹ meeting MCCA Expectations²;
- Develop and oversee creation of all written materials³ and Reports⁴ related to Programs;

¹ "Programs" refers to high-quality CLE accredited programs, training modules, events, projects, operational procedures, fundraising campaigns, webinars, town hall sessions, roadshows, conferences, galas, and other similar programs.

² "MCCA Expectations" refers to the expectations and needs of MCCA Members, Sponsors, Board, and Officers that advance MCCA's mission and goals and promote a positive brand awareness.

³ Such written materials may include, without limitation, call for programs, registration materials, sponsorship and marketing materials, e-Blasts, social media postings, award nominations, press releases, FAQs, copy for the website, etc.

⁴ "Reports" refers to comprehensive reports, key metric dashboards, spreadsheets, cost-benefit analysis, and other similar reports to be generated from analysis of data and information collected from the Program cycle from the concept to post-Program de-brief to provide sufficient information for MCCA to make key Program related data driven decisions (e.g. to identify lessons learned, key areas for improvement, etc.) to ensure programmatic excellence.



- Manage, train and help professionally develop a team of junior staff members;
- Manage external relationships with vendors, consultants, and/or volunteers;
- Provide regular status updates and appropriately escalate any potential issues; and
- Analyze, strategize and develop necessary operational systems, processes, and tools to support the facilitation, collection, and sharing of knowledge that is generated from the Programs.

Qualifications

- Bachelor’s Degree or equivalent experience;
- 10+ years prior work experience in a similar role;
- Results-oriented and organized with a high attention to detail, strong work ethic, ability to multi-task, manage time and workload effectively, anticipate and escalate issues, and meet deadlines in a demanding, fluid, and fast-paced environment;
- Strong analytical, logic and reasoning, problem-solving skills, and written and oral communication skills;
- Comfortable leveraging technology to promote efficiency;
- Intermediate proficiency with Excel and PowerPoint;
- Comfortable processing and analyzing large amount of data to develop Reports;
- Ability to keep calm and focused during high peak times and quickly pivot and adapt to new information and changing priorities;
- Demonstrate a positive attitude with a willingness to learn and ability to work in a team environment;
- Each of the following is a plus, but not required:
 - Experience with project management software of some variety (such as Microsoft Project, Basecamp, Jira, Asana, Trello or equivalent);
 - Experience organizing large live events;
 - Experience fundraising, organizational development, and program management;
 - Experience with SEO and Salesforce;

You will be evaluated for this position based on how well you meet the qualifications above. Your eligibility for consideration will be based on our review of your “Application Materials,” which include your:

1. Resume;
2. Cover letter⁵;
3. Writing sample;

⁵ In your cover letter, please indicate your experience with MCCA (if any), describing any activities that you assisted with or in which you’ve participated. If you have not actively worked with MCCA in the past, explain what capabilities, resources, talents, skills, expertise, experience or any other contributions you would make as a Vice President of Operations and Strategic Development. Please identify any activities indicating a dedication and commitment to diversity and inclusive issues.



4. Successful completion of a homework assignment and presentation; and an
5. In-person interview.

Kindly submit all materials to Careers@MCCA.com.

About MCCA:

As the preeminent voice on diversity issues in the legal profession, MCCA accomplishes its mission through industry-shaping publications, research, and training, innovative pipeline initiatives, and curated events designed to connect its members to thought-leaders and one another. MCCA takes an inclusive approach to the definition of “diversity.” Therefore, its research and training addresses issues of race/ ethnicity, gender, sexual orientation, disability status and generational differences which impact the legal profession’s workforce.

Over the years, MCCA’s thought leadership has been widely recognized. The association has received several awards including recognition by the Association of Corporate Counsel, the National LGBT Bar Association, the National Minority Business Council, Inc. and the U.S. Equal Employment Opportunity Commission.