

## **Providence Center Executive Director Job Description**

**Reports To:** Board of Directors

**Supervises:** Director of Development, Director of Youth Programs, Director of Adult Programs, Community Organizer

**Salary Range:** \$65,000-\$85,000 plus benefits

### **PURPOSE OF POSITION:**

Providence Center is searching for a creative and compassionate leader, someone who will bring ideas and energy to a growing, community-based organization. Founded by the Society of the Holy Child Jesus in 1993, Providence Center is an independent non-profit serving the Fairhill section of North Philadelphia by providing joy and hope through education. While we welcome the whole community, most of our students come from Fairhill's substantial population of Puerto Ricans and Latinx immigrants. At Providence Center, children are empowered to overcome trauma and grow into their full potential, teens become leaders and role models in their community, and adults find the confidence and skills to speak English. Our mission is to educate people to have the power and spirit to transform their lives and community.

### **FOCUS OF POSITION:**

- Lead fundraising and marketing efforts to ensure that Providence Center has the necessary resources to sustain and grow its mission.
- Supervise and support program directors, and build both internal and external partnerships, to deliver high-impact and compassionate programming for our students and community.
- Manage the organization's finances and facility, oversee daily operations and plan strategically for future initiatives.

### **PRIMARY RESPONSIBILITIES**

1. Develop and manage the organization's long-range strategic plan to ensure the organization achieves its mission and makes consistent and timely progress towards its long-term goals.
2. Provide leadership in developing programs, implement organizational and financial plans through collaboration with the Board of Directors and staff, and carry out plans and policies authorized by the Board of Directors.
3. Be responsible for the recruitment, employment, development, education and, as necessary, release of all personnel, both paid staff and volunteers.
4. Assist program staff in relating their specialized work to the organization's overall goals.
5. Maintain an environment which attracts, retains, and motivates a mission focused staff.
6. Work with staff and Board of Directors to prepare an annual budget and ensure that the organization operates within budgetary guidelines, inclusive of overseeing all facility maintenance and repairs.
7. Ensure adequate funds are available to support the organization's mission by leading fundraising activities including, but not limited to, grant writing, donor cultivation and stewardship, and event planning.
8. Keep the Board of Directors fully informed on the status of the organization and all important factors influencing it.
9. Establish sound working relationships and cooperative arrangements with community groups and organizations.
10. Represent the programs and the organization's point of view to agencies, organizations, and the general public while promoting the mission, goals, programs and activities of the organization.

## **SKILLS AND ABILITIES**

- Communication - ability to communicate (both oral and written) in a clear, concise, understandable, and inspiring manner, inclusive of staff, the Board of Directors and the community.
- Digital Communication – ability to prepare and post content to digital media (Facebook, webpage, etc.)
- Software Competency - strong computer skills, including proficiency in Microsoft Word, Excel, donor databases, and QuickBooks or a comparable software.
- Planning/Organizing/Adaptability – have efficient time management skills and the ability to prioritize projects to meet deadlines in a rapidly changing work environment with competing demands, delays or unexpected events.
- Quality Control - demonstrate accuracy and thoroughness, to ensure quality and a high standard of professionalism across written and verbal communication.
- Cultural Competence and Teamwork - must be able to work sensitively and effectively with individuals of diverse educational, socio-economic, religious, and cultural backgrounds.

## **REQUIREMENTS:**

- 5+ years of experience in grant writing and reporting, donor cultivation, public relations, fundraising, or other advancement activities.
- Progressive responsibility in supervising staff or volunteers.
- Masters degree in business, public administration, nonprofit management, social work or an equivalent social science field. Or, bachelor's degree in similar fields with at least five years of management experience in a community based nonprofit.
- Demonstrated experience (as a volunteer or staff member) or familiarity with working in faith-based environments.
- Strong communication skills (verbal and written), including strong relationship building skills.

Providence Center is an equal opportunity employer.

To learn more, visit [www.providencephilly.org](http://www.providencephilly.org).

To apply, please submit your cover letter and resume to [hr@providencephilly.org](mailto:hr@providencephilly.org).