



Chief Executive Officer Position Description

In 1968, Person-to-Person was formed by parishioners at St. Luke's Parish as a local response to Rev. Dr. Martin Luther King, Jr.'s assassination. From the outset, Person-to-Person used its resources to help those in need while educating others about the impact of poverty and injustice. Efforts to help began with food and clothing and has grown to include: emergency financial assistance, summer camperships, and college scholarships. In 2018, the organization provided financial assistance to more than 1,000 families, free clothing to more than 13,000 people, and groceries for close to 1,000,000 meals.

Person-to-Person seeks a hands-on Chief Executive Officer (CEO) with demonstrated leadership experience. The CEO leads a diverse team of 27 full- and part-time staff members and a dedicated corps of 3,500 volunteers, who remain the backbone of the organization. The position requires an individual with strong fundraising, public speaking, and community relations skills; nonprofit management and governance experience; and excellent strategic thinking and planning skills. S/he must be able to supervise financial, fundraising, human resources, programming, and community relations activities.

KEY RESPONSIBILITIES

Leadership & Management:

Provide inspirational leadership and direction to staff and volunteers and establish decision-making processes that will enable Person-to-Person to achieve its long- and short-term goals and objectives. Ensure programmatic excellence and consistent quality of finance and administration, fundraising, communications, and systems.

Fundraising:

Collaborate with the Board and Chief Philanthropy Officer to effectively plan and implement long-term and annual fundraising strategies. Cultivate new donors and sustain and deepen existing relationships.

Financial:

Oversee development and management of annual operating budget and episodic capital budgets. Working with the Board and Chief Operating Officer, monitor the budget, and ensure sound financial controls are in place.

Programming:

Working with the Chief Programs Officer, ensure the delivery of high-quality services while managing for current and future growth. Have a deep understanding and respect for Person-to-Person's clients and include their voices in the design and implementation of services.

Human Resources:

Maintain a culture that attracts, motivates, and retains a diverse, top-quality staff and engaged and committed volunteers, with a focus on diversity, equity, and inclusion. Support and motivate Person-to-Person's staff and volunteers. Promote a positive work environment with strong internal communications. Have a commitment to all voices being heard. Ensure adherence to legal employment procedures and practices.

Board Relations:

Cultivate a strong relationship with the Board and ensure open communication about the development and measurement of strategic fundraising, financial, and programmatic performance against stated priorities and goals. Engage the Board in fundraising efforts. Assist the Board Chair and Executive Committee in planning the agenda and materials for Board meetings. Oversee implementation of the Strategic Plan and realization of its strategic goals and objectives.

Community Relations:

Serve as Person-to-Person's chief liaison with social service agencies and community groups. Coordinate representation of Person-to-Person's programs and points of view to legislative bodies and other groups. Maintain strong relations with St. Luke's Parish Vestry Liaison and Senior Rector.

QUALIFICATIONS

- Commitment to Person-to-Person's mission
- Minimum of a BA, an advanced degree is strongly preferred
- 10 years of leadership experience, preferably in the nonprofit arena
- Significant board development, fundraising, marketing, and fiscal management experience
- Outstanding presentation and communication skills, and the ability to be an outgoing spokesperson, relationship builder, and fundraiser
- Successful track record of leading and motivating a diverse team

COMPENSATION

The successful candidate will be offered a competitive compensation and benefit package.

We are only considering applications that are submitted via email.

All resumes should be sent to P2PCEOSearch@gmail.com.

Please name your documents as follows:

LAST NAME – RESUME and LAST NAME – COVER LETTER

Visit Person-to-Person's website at P2Phelps.org