Progressive Life Center, Inc. (PLC), a private, non-profit human services agency, provides an array of community-based services to youth and their families within the Washington, D.C.; Baltimore, MD; Prince George’s County, MD; Philadelphia, PA; and Newark, DE areas. PLC’s core service areas are child welfare, juvenile justice, and behavioral health. A sample of programs and services include: foster care and adoptions, kinship care, family preservation, independent living, case management, juvenile diversion, parenting training, individual and family counseling, and substance abuse prevention.

Position Summary:
Progressive Life Center is seeking a President & Chief Executive Officer, with support and guidance from the Board, to supervise, direct and manage the business. The incumbent will make effective and efficient management decisions to ensure proper management of the business.

An ideal candidate will have the ability to embrace and implement PLC’s core values and principles, a strong business focus, ability to forecast, and take actions to grow the organization, while keeping the human factor in perspective.

The ultimate goal for the President/CEO is to drive the organizations development and lead the organization towards long-term success.

Qualifications:
- Master’s Degree in Business Administration, Sociology. Psychology, Social Work, or other related field; Ph.D. preferred.
- Demonstrated leadership experience with nonprofit, human services organizations.
- A strategic thinker and ability to manage organizational change.
- Knowledge of trends and critical issues facing nonprofit organizations.
- Thorough understanding of issues related to traditional and non-traditional methods of improving mental health.
- Experience in successful conceptualizing, planning, implementing and evaluating programs or projects to meet specific client needs.
- Working familiarity with the Washington, DC Metropolitan Area.
- Demonstrated ability as an administrator, supervisor, financial manager and fundraiser.
- Demonstrated experience with high quality organizational development and training services.
- Ability to work effectively with people from diverse backgrounds.
- Demonstrated ability to work effectively with a Board of Directors.
- Working knowledge of computer technology, and commitment to appropriate application to the work of PLC.
- Demonstrated ability to communicate effectively in writing and in public presentations as a leader and spokesperson.
- Ability to interact, broker and/or negotiate constructively with persons, groups, and organizations from all sectors of the community.
- Commitment to ethical conduct and high personal.
- Ability to travel to all PLC offices and within the Washington Metropolitan area, Pennsylvania and Delaware regions.

EQUAL OPPORTUNITY EMPLOYER

PLC is an equal opportunity employer. PLC does not discriminate in employment on account of race, sex, color, religion, sexual orientation, national origin, citizenship, mental disability, or military status.
**Duties & Responsibilities:**

**Leadership & Planning**
- Provide leadership for the achievement of the organization’s philosophy, mission and strategy as well as to its annual objectives and goals.
- Be responsible for the organization’s consistent achievement of its mission and conducting of business consistent with the mission and Board-adopted Guiding Principles.
- Develop with the Board and management team, a 3-year strategic plan, including goals, objectives, action steps and timeframes.
- Provide proactive, entrepreneurial leadership for identifying and exploring opportunities to expand services that advance the mission and strategic goals of the organization.
- Maintain a climate which attracts, retains and motivates top quality people at all levels.

**Administration & Management**
- Manage overall operation of the organization.
- Supervision and evaluation of senior level staff.
- In collaboration with CFO, develop an annual budget and ensure financial targets are met.
- Review and provide monthly and annual financial status reports to the Board and appropriate Board committees.
- Direct, plan, and/or implement policies, objectives, or activities of the organization to ensure continuing operations, to maximize returns on investments, or to increase productivity.
- Ensure that the management team functions effectively and that there is a succession plan in place.
- Develop plans and programs which will provide the human resources necessary for the achievement of the organization’s philosophy and mission.
- Ensure the development and implementation of personnel training.
- Ensure compliance with all contracts, funding agreements and sound administrative practices within policies adopted by the Board.

**Business Development & Events**
- Identify business development opportunities.
- Serve as chief spokesperson for the organization, proactively working to raise the visibility of the organization and ensuring that it is properly presented to its various publics.
- Attend networking events, business development meetings, and PLC sponsored events.
- Negotiate or approve contracts or agreements with federal, state, or local agencies, or other organizational entities.

**Board**
- Provide staff assistance to the Chair of the Board and the Board by developing agendas, establishing the Board’s annual calendar.
- Keep the board fully informed on important issues influencing the business development of PLC.
- Supporting effect use of Board committees.
- Make recommendations to the Nominating Committee on Board and committee members.
- Respond to and report to the Board.
- Attend Board meetings.

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Benefits:
We offer exceptional benefits package with an opportunity for personal and professional growth.

Benefits:
1. Medical, Dental, & Vision
2. Retirement Plan
3. Paid Holidays
4. Paid Time Off
5. Training

Physical Demands:
Physical Demands (Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions).
- Ability to remain in a stationary position 50% of the time.
- Ability to occasionally move about inside the office to access file cabinets, office machinery, etc.
- Ability to constantly operate a computer and other office productivity machinery (i.e., a calculator, copy machine, and computer printer); Manual dexterity needed for using a calculator and computer keyboard.
- Ability to position self to stoop kneels, crouch, or crawl.
- Ability to frequently communicates with employees/customers/clients; and must be able to exchange accurate information by perceiving the nature of sound, near and far vision, depth perception, providing oral and written information.
- Ability to frequently move files weighing up to 20 pounds throughout the office space.

Work Environment:
- Normal indoor office environment.

REPORTING AUTHORITY: Reports directly to the Board
POSITION AVAILABLE: December 1, 2020
CLOSING DATE: July 31, 2020
STANDARD HOURS: 8:30am – 5:00pm

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