

EXECUTIVE DIRECTOR, PETER PAUL DEVELOPMENT CENTER, Richmond, Virginia

The Peter Paul Development Center (PPDC), founded in 1979 by the Episcopal Diocese of Virginia, is the oldest community-based agency continually serving children and families in Richmond's East End neighborhood, a community defined by intergenerational urban poverty and all of its attendant challenges. In 2007, PPDC concluded a successful capital campaign and celebrated the grand opening of its new 10,000 square foot facility. In addition to having space to serve more children and families, PPDC took this opportunity to focus its mission on transformative after-school education.

The Mission of PPDC is to *build a community of learners by engaging and challenging children, families and seniors in Richmond's East End through programs that enhance academic achievement, provide cultural enrichment, and promote self-esteem and lifelong self-sufficiency.* PPDC's immersive After School Academy has demonstrated dramatic improvements in student academic standings and is the core of its offerings to the community.

PPDC has an annual budget approximating \$1.0 million and a staff of 25 full- and part-time teachers and administrators. The Executive Director will report directly to the Board of Directors and will provide leadership and strategic management direction to the organization. The Executive Director's salary will be based on qualifications and experience but will be a minimum of \$70,000.

Overview of the Position

PPDC seeks an experienced and inspirational leader who embodies PPDC's values and shares a passion for its mission. The successful candidate will have solid strategic and financial management experience and demonstrated success in developing and managing staff. This leader must be able to work with the Board on PPDC's strategic direction, with the organization's COO on the development of operating procedures, implementation of programs, and management of financial resources, and with community partners on education initiatives and neighborhood development. In addition, the successful candidate must have a proven track record of successful fund raising.

Responsibilities

The Executive Director will strategically manage the organization including:

- Follow PPDC's Strategic Plan and implement key strategies to meet the organization's long-term goals
- Work with the COO to hire, assign, supervise, compensate, develop and assess the performance of all PPDC staff, effectively communicating with and supporting them
- Serve as the public face of the organization in the general public, in the neighborhood, with public school administrators, donors and other stakeholders

Responsibilities (cont.)

- Identify, develop and manage community partnerships serving the East End to strengthen the community by providing academic enrichment and other services to children and families
- Manage the organization using sound financial practices, including balanced operating budgets, positive cash flows, regulatory compliance and timely reporting
- Work with PPDC's Development Director to lead the organization's fundraising efforts following a Development Plan to ensure the availability of sufficient financial resources to meet the organization's operating needs
- Serve as principal staff to the Board of Directors in fully engaging all members in the meaningful work of governance, educating members about PPDC programs, and supporting the Board's leadership succession efforts

Qualifications & Experience

The ideal candidate will have:

- Passion for PPDC's mission and high ethical standards
- Demonstrated record as an inspirational and operationally effective leader
- Demonstrated record of effective financial management, including the development and management of annual budgets
- Demonstrated record of success in raising funds for nonprofit organizations
- Experience in working with diverse communities and those lacking in economic, social and educational resources
- Experience in managing diverse staffs, including developing leadership and program management skills
- Demonstrated ability to identify and develop strategic partnerships that strengthen PPDC's ability to deliver on its mission
- Exceptional ability to collaborate with colleagues, funders and partners
- Experience in working with faith communities to achieve shared objectives
- Superior writing, public speaking and interpersonal skills

Education

Qualified applicants must have:

- Bachelor's degree, with an advanced degree considered to be a plus
- Demonstrated passion for lifelong learning

Please visit our website at www.peterpauldevcenter.org. Candidates send letter of interest and resume with five professional references to: edsearch@peterpauldevcenter.org. Confidentiality of all inquiries and applications will be strictly maintained.