



Executive Director - Outreach – Center for Community Resources

Outreach is currently seeking candidates for the Executive Director position. The Executive Director is the Chief Executive Officer of Outreach and the public persona of the organization. The Executive Director reports to the Board of Directors and is responsible for leading and achieving Outreach's mission: "With respect for the individual and with the highest professional standards, Outreach offers a variety of programs that promote family stability and economic self-sufficiency."

Since 1988, Outreach – Center for Community Resources (formerly EOTC) has made helping families thrive our highest priority. Outreach's over 40 professional team members provide evidence-based programs that help families and children gain the skills needed to be healthy and productive members of the community. Outreach improves the lives of over 4,000 individuals and families each year with award-winning workforce and family development programs that support individuals as they navigate through life's challenges. Outreach's Seventh Avenue Center is located in downtown Scranton and serves Lackawanna County residents and some neighboring communities.

To apply, submit your resume, cover letter and target compensation requirements to Outreachboard2021@gmail.com.

Applications must be received by October 15, 2021 in order to receive full consideration.

Outreach is an Equal Employment Opportunity employer.

Position Summary: Outreach Executive Director

Key Responsibilities:

- Translate Outreach's mission and strategic plan into concrete, financially viable initiatives and programs.
- Represent and advocate Outreach's mission in the community and to stakeholders.
- Lead and direct organizational advancement initiatives including development of public and private sector funding sources, strategic partnerships, and community identity.
- Provide guidance and direction to Outreach's leadership team and staff as they implement Outreach's mission.
- Lead and promote board and volunteer development initiatives.
- Oversee staff development activities to ensure staff succession and staff professionalism.
- Ensure that the organization operates in a fiscally sound manner.
- Ensure that Outreach's culture attracts, retains and motivates a diverse, professional staff that operates with the highest levels of integrity and respect.

431 North 7th Avenue | Scranton, PA 18503

P: (570) 348-6484 | F: (570) 348-6492 | OutreachWorks.org

MOVING TODAY'S FAMILIES FORWARD.





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Target Qualifications:

- 5+ years management experience as the primary director or second level director of a nonprofit social services organization.
- Experience that demonstrates passion and commitment to an organizational mission similar to Outreach's.
- Experience leading fundraising and organizational advancement activities. Ideally the individual has existing relationships with local, state, federal and foundation funding sources.
- Experience managing a nonprofit operating budget including an understanding of grant funding/accounting, financial controls, and general accounting principles.
- Experience leading a work environment that fosters teamwork, employee engagement, mutual respect and inclusiveness.
- Experience planning and implementing complex projects involving multiple people, staff and/or volunteers.
- Experience working directly with an involved nonprofit Board of Directors and Board Committees.
- Experience with identification and development of volunteers.
- Bachelor's degree in Social Services Administration, Public Administration or similar. An advanced degree and relevant certifications are desirable.
- Ability to present and promote ideas clearly and logically in both verbal and written formats. Able to direct Outreach's communication through emerging technologies.

Compensation:

Commensurate with experience and qualifications.