

Position Overview

The Family Planning Council, Philadelphia, an \$18 million not for profit health and human services agency serving the 5 county Philadelphia area of southeastern Pennsylvania, is seeking a Chief Executive Officer/Executive Director. The current CEO/Executive Director, Dorothy Mann, has officially announced that she will be retiring from her executive role June 30, 2010. She has served in an executive capacity since 1980 and has taken the Council through an exciting period of growth and change. She has brought distinction to the Council through the innovation of new programs and by being an advocate for the care of the underserved both locally and nationally. It is now time to seek a new leader. The Board has formed a Search Committee to lead the recruitment process.

The new CEO/Executive Director will have the opportunity to lead the institution into the future. The growth and financial success of the Council will depend upon successful partnering with government, private foundations and the other Family Planning Councils in Pennsylvania. Building the necessary management team and infrastructure within the organization will be required to facilitate the growth in numbers and the scope of collaboration. A successful leader with strong political and managerial skills will be needed to meet the challenges and opportunities.

The responsibilities of the position are as follows:

- Provide leadership in all aspects of the Agency's operations.
- Work closely with the Agency's Board of Directors.
- Maintain and improve the Agency's financial performance.
- Maintain and extend the organization's community image.
- Oversee the preparation of annual operating and capital budgets.
- Review the performance of all senior management personnel. Mentor staff members, as appropriate, and encourage ongoing professional development of the staff.
- Ensure compliance with all regulatory and accrediting bodies.

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PROFESSIONAL QUALIFICATIONS

- A master's degree in business administration or related discipline from an accredited academic program.
- At least ten years of successful leadership experience in a non-profit organization.
- Strong operational and strategic skills.
- Demonstrated success in working with a diverse and highly qualified administrative team.
- Experience in working with a board of directors and its committees.
- Demonstrated strong negotiating skills and ability to bring people and organizations together.
- Successful experience in working with local, state and nationally elected and appointed officials and their staffs.
- Demonstrated success at working with funding sources, government and private sector.
- Experience in the development and implementation of strategic plans.
- Ability to balance competing demands and to set priorities.

PERSONAL CHARACTERISTICS

- Outstanding leadership skills.
- Excellent listening skills.
- Strong interpersonal skills and the ability to relate to people at all levels in organization.
- Strong and collaborative leadership style, with the interest and ability to lead by example.
- Ability to articulate a vision and bring it to reality.
- High energy level and passion for the job.
- Integrity, ethical behavior, sincerity, and an appreciation of how diversity adds value to the organization.

- Skills in consensus building and team leadership.
- Strong verbal and written communication skills.
- A good sense of humor.