



The First Source for Nonprofit Leaders SINCE 1963



POSITION GUIDE

ORGANIZATION:	People's Resource Center
POSITION:	Executive Director
REPORT TO:	Board of Directors
LOCATION:	Wheaton, Illinois

MISSION

People's Resource Center community exists to respond to basic human needs, promote dignity and justice, and create a future of hope and opportunity for the residents of DuPage County, Illinois, through discovering and sharing personal and community resources.

VISION

People's Resource Center will be recognized in DuPage County for excellence of service, for well-integrated support services, for our neighborhood partnerships, and for advocacy that promotes just and sustainable communities.

VALUES

Dignity and Respect: Recognizing the dignity of each person who comes to us, we create a welcoming and respectful environment in all of our programs and communication.

Creative and Innovative: We express our mission directly. We try things in the community. We are willing to jump in to new areas in order to address an unmet need.

Responsible Stewards: We welcome those who need resources, as well as those with resources to share.

Compassionate: We listen, we encourage, we try to get to know our families, we provide some help and guidance, we advocate, in a spirit of kindness and compassion.

Integrity: We place a high priority in living out of our principles, in our relationships, programs, and organizational practices.

...and we rely on miracles!! We know that we cannot do it alone. We rely on each other, on our friends in the community, and on God, who brings us all together.

ABOUT PEOPLE'S RESOURCE CENTER

People's Resource Center (PRC) is a grassroots organization in DuPage County, Illinois, founded in 1975 by community members desiring to help neighbors who were facing financial hardship. Inspired by social justice heroes like Martin Luther King, Jr., Dorothy Day and Jane Addams, founders Dorothy McIntyre, Father Tom Peyton and a group of volunteers sought to do more than start a local food pantry. They wanted to build an organization across DuPage County that would help people overcome the isolating experience of poverty in the suburbs. In a small house on a quiet street in Wheaton, Illinois, they asked their friends to bring sacks of groceries and opened the doors. That first year they shared food with 125 local families.

PRC has evolved to be a leading service provider in DuPage County, providing nearly 32,000 low-income residents with basic human services and relationship-based educational programs to create paths to self-sufficiency. PRC's programs include the following: full choice food pantries, clothes closets, social services, homeless prevention services, job search coaching, adult and family literacy instruction, computer technology access and training, citizenship classes, and art enrichment classes for children and adults. All PRC services are provided FREE to client families, eliminating cost as a barrier to access.

Basic needs assistance and empowerment programs are provided from two owned facilities - Wheaton, IL and Westmont, IL. Empowerment programs also deliver services from over 30 partner locations throughout DuPage County.

PRC's 2016 demographics indicate that 29,959 neighbors were assisted at PRC through one or more of its programs; 37,512 grocery carts filled with food were distributed to neighbors in need visiting PRC's pantries; 1,684 families were assisted in social services; 415 households received financial assistance; 1,529 families received clothing through the Clothes Closet; 1,453 students participated in the computer training program; over 680 students participated in art programs; 583 students studied in literacy and education; 1,661 job coaching sessions were delivered to clients; 349 workshop attendees gained employment skills; 120 jobs were attained; and the average hourly wage of clients participating in the Job Assistance program was \$15.04.

In 2015, PRC was recognized as the United Way Partner of the Year. That same year they also received the Neighborhood Builders Award from Bank of America, making them the first agency outside of the city of Chicago to ever receive this award.

The Board of Directors is currently comprised of 17 highly committed members of the community that abide by term limits. PRC has a staff of 39 paid full and part-time employees and a dedicated volunteer base of more than 2,400 individuals. PRC's operating budget is approximately \$9 million, with a cash operating budget of \$3M and in-kind contributions of more than \$6 million.

OPPORTUNITY

During the past decade, DuPage County has experienced a doubling in its poverty rate and has been witness to significant demographic shifts – becoming less wealthy and, at the same time, significantly more multicultural. Throughout its history and through these recent changes, People's Resource Center plays a key leadership role in assimilating its new neighbors into the community. Innovative approaches to service delivery, program expansion and increased partnerships within the community will be important goals for PRC to engage in, so they may continue to provide high quality, impactful services to a growing and diverse clientele.

PRC is also about to begin a strategic planning year. As a result, the incoming Executive Director will be provided the opportunity to develop and implement a long range plan in partnership with the Board and staff to advance the efforts of PRC.

In addition, the Executive Director will also have the opportunity to work with a dedicated and loyal donor base, while also being responsible for developing the next generation of philanthropists to support PRC's mission and goals for the future.

POSITION SUMMARY

Reporting to the Board of Directors of People's Resource Center (PRC), the Executive Director is responsible for the overall leadership of the organization to ensure delivery of the highest quality services, while safeguarding and growing its financial resources. As the leader of the organization, the Executive Director is responsible for:

- Leading the development process and implementing a comprehensive strategic plan to address the growing needs of PRC and its community.
- Providing oversight and participation in the organization's overall fund development strategy including donor cultivation, major gifts solicitation, corporate and foundation grants, capital campaigns, and promoting a culture of giving.
- Leading and managing a team of paid and volunteer staff while fostering an empowering organizational climate that develops and enhances staff morale and competencies.
- Developing and managing the organization's overall finances.
- Serving as key spokesperson for PRC, providing a charismatic and compassionate presence with both internal and external communities and constituents.
- Providing vision and innovative thinking to address future challenges and opportunities.
- Collaborating with other leaders and decision makers in the broader human services community.

CANDIDATE PROFILE

PRC's next Executive Director will be a proven leader with at least ten years' experience in an executive director or other significant management role and with a passion for addressing complex social issues. PRC's purpose and its impact should drive and excite this individual. Candidates for this position must have proven leadership qualities to bring vision, direction, a collaborative atmosphere and inspiration to an organization. The ideal candidate will possess exceptional management abilities highlighted by a track record of high level program administration, business and financial acumen, exceptional written and verbal communication skills, comfort and facility with public speaking, and a demonstrated presence within human service and philanthropic communities.

PRC's next leader will understand development and implementation of the strategic plan as a defining process for his or her tenure. The individual should be a strategic thinker and problem-solver without seeking or desiring to solve every problem themselves; a healthy and intentional reliance on PRC staff and volunteers (including board members) is required. She or he must be able to demonstrate effective management approaches in building consensus, identifying solutions to multi-faceted problems and acting with decisiveness. The candidate should use a data-driven approach to make decisions as well as to benchmark the success of the organization and community we serve. The candidate we seek will also have proven success in providing mission-driven services utilizing sound business principles.

The candidate must have the ability to establish and maintain strong collaborative relationships with funders, potential donors and other sources of financial support. This person must be willing to serve as a compelling and credible public advocate for the promulgation of policies and legislation that promote the fulfillment of PRC's mission.

Experience in hiring and managing highly qualified human service professionals is required. A proven ability to coach, inspire and motivate employees and volunteers in multiple locations is essential to ensure that PRC's culture of professionalism, respect, and commitment is consistent wherever services are provided.

A graduate degree in a human service related field is strongly desired. A bachelor's degree from an accredited four-year college or university with commensurate post-graduate experience will be considered.

To apply, please submit a current resume and letter of introduction to Kittleman & Associates, LLC at <http://www.kittlemansearch.com/peoples-resource-center/>.

For more information about People's Resource Center, visit www.peoplesrc.org