Executive Director

About PCs for People
Since 1998, PCs for People has been a driving force behind digital inclusion efforts across the US.

Through a sustainable business model and unwavering commitment to the communities we serve, we have connected over 320,000 people in all 50 states and Puerto Rico and recycled millions of pounds of electronics. Our services include free end-of-life IT asset management and certified data sanitization, technology refurbishing, computer distribution, computer repair, internet service, and technology education.

COVID-19 has shined a spotlight on the digital inclusion social challenge our society has been facing for decades. As our country is attempting to transition to distance learning, work from home, required telehealth and combat shelter in place social isolation, PCs for People is committed to bridging the digital divide faced in our low-income communities to ensure our consumers are equipped to access essential services.

About the Role
PCs for People is seeking an entrepreneurial and socially driven full-time Executive Director to launch and lead its 4th location in Baltimore, a city where the most recent data indicate that at least 57,000 of the 239,000 households do not have Internet-connected computers. These numbers place Baltimore as the 24th, out of 191, worst connected city in America (ranking provided by National Digital Inclusion Alliance).

The ideal candidate will be a hands-on team leader that is able to lead staff, develop community relationships and scale the PCs for People model. This technical and management focused position will play an integral role in organizational leadership, operational execution and ensure the continued success of PCs for People. A successful candidate will have an entrepreneurial spirit, with a passion to help people, and enjoy a fun, fast-paced work environment.

Key Role Responsibilities

- Management responsibilities: Overall strategic and operational responsibility for a growing office to include: key staff management, training, facilitate volunteer management, inventory management, conduct organizational meetings, implement PCs for People’s office policies and culture, meet or exceed annual goals and lead budget preparation.
- Relationship Development: Possess a proven ability to create impactful partnerships, develop a deep knowledge of PCs for People’s industry, lead new business development, market end-of-life services to corporate customers, and attract and retain key staff members.
- Fundraising: Expand local revenue generation, business development and optimize current revenue generation. As needed, create relationships with local sponsors and foundations to help fund PCs for People’s growth. Assure reporting is completed and all grant goals are met.
- Operations: Implement multi-channel operational processes and procedures with a focus on continuous optimization, improvement, and growth.
- National Opportunities: This position reports to PCs for People’s CEO and will be a key member of PCs for People’s national strategy committee. Through experiences growing the program in Maryland, this
position will help lead a strategic business planning process as we expand into new markets and evolve service delivery in current markets.

This is a rewarding career with a non-profit that helps thousands of people access technology every year.

A successful candidate will be committed to growing PCs for People’s impact in Maryland and across the US. We are seeking a proven leader with the following qualifications:

**Required Qualifications**
- Bachelor’s degree or higher with at least 5 years of senior management experience with a track record of leading and scaling a company
- Entrepreneurial passion and desire to lead a new team and office

**Preferred Qualifications**
- Adaptable and innovative; quickly developing and implementing solutions
- Proven financial analysis, planning, and forecasting skills
- Previous P&L management responsibilities
- Strong marketing, public relations and fundraising experience with the ability to engage, retain and develop relationships across a wide variety of stakeholders (customers, non-profits, for-profits, volunteers)
- Past success working with a Board of Directors with the ability to develop existing board member relationships
- Proven technical and operational skills to implement and adapt PCs for People's model
- Demonstrated project management abilities
- Excellent organizational skills
- Strong communication skills, both written and oral; excellent interpersonal skills
- Self-directed, self-motivated, strong analytical thinker
- Passion for computers, internet access, people and technology
- Technical expertise - existing skills or desire to learn PCs for People’s industries: IT asset disposition, computer repair, computer refurbishing, digital inclusion, internet service provider

**Benefits**

We are a growing non-profit and expect this position to drive continued growth. PCs for People offers a fun, casual, and team-oriented working environment to our employees. Our benefits package includes health, dental, vision, paid time off, 401(k), free internet and other company perks. Salary range is $70,000 - 80,000 annually.

**To Apply**

Please send an email to baltimore-jobs@pcsforpeople.com with your resume, cover letter, and salary requirements. Use the following naming convention for attachments Fname_Lname_Resume, Fname_Lname_CoverLetter, and Fname_Lname_Salary. Word or PDF documents are acceptable.
For more information see www.pcsforpeople.org.