

# EXECUTIVE DIRECTOR – IL Metro East



pcsforpeople

## About PCs for People

COVID-19 has shined a spotlight on digital inclusion, a social challenge we have been working on for two decades. It is not a new challenge but something that is now more visible as our country is attempting to transition to distance learning, work from home, required telehealth and combat shelter in place social isolation. If you don't have a computer and internet you will struggle to get the essential services you need whether grocery delivery, information or COVID-19 related healthcare.

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.

## About the Role

The full-time IL Metro East Executive Director will lead its location, 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 Executive Director 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.

### **Required Qualifications**

- Bachelor's degree or higher
- 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 have a casual, fun, team-oriented environment. Benefits include: health, dental, vision, paid vacation, 401(k), free Internet. The salary range is negotiable based on skills and experience but expected to start at \$70,000 annually.

### **To Apply**

To apply, send your resume and cover letter to [jobs@pcsforpeople.org](mailto:jobs@pcsforpeople.org)

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