

Job Description: Executive Director

Location We currently have staff located in Washington State and Georgia. Staff residing in the Greater Atlanta area is preferred, but we are open to other locations in the U.S.

How to Apply Submit a cover letter and resume to careers@theprospertyagenda.org. Your cover letter must describe how your work experience aligns with the key responsibilities below.

About The Prosperity Agenda (TPA)

TPA builds the prosperity of families receiving human services by advancing participant-centered practices at community-based agencies. We view prosperity as not just financial assets, but the rich social connections, power to direct one's future, and the opportunities that contribute to personal and community wellbeing.

We accomplish this by equipping agencies to adopt approaches that center and connect participants—through learning experiences, evaluation, and a national network of partners. We gather and promote participant experience, insight, and data to advocate for family-centered funding and innovation.

Launched in 2013, we are a non-profit (501c3) organization with full-time and consulting staff in several different states, all working and facilitating services remotely. Our partners similarly span the country.

Key Responsibilities

The Executive Director (ED) is responsible for TPA's overall vision and strategy, ensuring that we build the national partnerships, broad awareness, and funds needed to fulfill our purpose and expand the adoption and practice of the participant-centered approaches that we steward. The ED reports directly to the Board of Directors. The ED also works closely with the Managing Director (MD) who is responsible for the design, evaluation, and sustainability of our services.

Leadership & Team Development

- Using a skill-based approach, identify needed new roles and hire and develop additional team members to enable TPA to foster collaborative leadership, meet its purpose, and provide quality services.
- Instill and uphold TPA's operating principles ([listed here](#)) and shared leadership approach and build alignment across team members around the TPA's mission and strategic priorities.
- For staff reporting to the ED, provide the supervision and coaching staff need to perform well, develop professionally, and stay.
- Ensure TPA adheres to all necessary legal compliance and the highest ethical standards possible

Strategic & Financial Growth

- Based on collaborative engagement with community-based agencies and other key stakeholders, ensure that TPA continues to adapt its overall purpose to meet the needs of our partners and their communities.
- Develop, maintain, and support our Board, fostering an understanding of shared leadership and ensuring that TPA has the governance and network it needs.
 - Plan and prepare meeting structure and information for board meetings in coordination with the Board President.
 - In quarterly meetings and monthly reports, provide structured and clear reporting to the Board on how TPA is meeting its strategic and financial goals.
- Work closely with the MD and Board and with support from an accountant:
 - Lead the development of TPA's annual strategic plan and budget. (An existing budget and plan will provide a foundation).
 - Track financial progress through monthly financial reporting and other select indicators.
 - Facilitate the annual audit and 990 tax preparation.
- With the support from a development professional, create a strategic funding goal and plan to ensure that TPA is able to meet its budget and grow.

National Partnerships & Awareness

- Articulate the vision, mission, theory of change, statement of need, unique value proposition, and overall strategy and direction of the organization.
- Use your external presence and relationships to garner new opportunities, reaching key stakeholders who direct and influence the resources, narrative, and practice of community-based human services.
- Further develop our network to ensure that TPA is engaging the new funding streams and national partnerships.

Qualifications

Required	Desired
15+ years of effective leadership and team management in human services with direct service or capacity building	<ul style="list-style-type: none"> ● Action-oriented, entrepreneurial, adaptable, and innovative approach to planning ● Experience growing an organization from early or intermediate stages of growth ● Success working with a board and the ability to cultivate board member relationships
Dedication to a shared leadership approach that provides clarity and extends autonomy and clarity to staff	<ul style="list-style-type: none"> ● Experience sharing leadership within a team ● Experience applying a coaching approach to management ● Comfort embracing ambiguity and healthy differences of opinion

<p>Experience developing and managing a strategic plan and budget and maintaining sound financial practices</p>	<ul style="list-style-type: none"> • Ability to read and understand financial documents, including budgets, cash flow, income statements, balance statements, 990 tax returns, audits, and internal financial policy. • Experience developing a multi-year strategic plan and leading how it is tracked, adapted, and communicated
<p>Experience cultivating and developing new partnerships to advance the growth of an organization and its mission</p>	<ul style="list-style-type: none"> • Strong written and verbal communication skills; a persuasive and passionate communicator with excellent interpersonal skills • Ability to engage and work effectively in collaboration with a wide range of stakeholders and cultures
<p>Demonstrated commitment to economic and racial justice, specifically within human services for families experiencing poverty</p>	<ul style="list-style-type: none"> • Strong awareness of Family-Centered Coaching or similar practices and their impact on the field of human services • Experience championing participant-centered practices within an organization or partnership

Compensation & Benefits

- Full-Time position with competitive salary commensurate with demonstrated required and desired experience listed above: \$115,00-\$120,00
- Technology Benefit: \$50 monthly for mobile and home internet technology costs.
- Floating holiday and vacation time: 20 days annually--in addition to full office closings the last week of August and December.
- Health insurance benefits: Staff residing in Georgia receive health, dental, and vision insurance (75% Paid by Employer). Staff residing outside of Georgia receive a \$500 monthly reimbursement.
- 403(b) retirement accounts, with 3% matching
- Professional development benefit: In year one, the ED receives a budget of \$4000 for approved professional coaching services. Thereafter the professional development stipend in \$1,500 annually.
- A supportive, team culture driven by transparency and respect in which every person has equal opportunity to inform and lead ideas that increase our impact.
- Opportunity for growth and development in a flexible, family-friendly work schedule that is risk-friendly to creative and emergent processes.
- We are a Public Service Loan Forgiveness Program qualified employer.