

The United Planning Organization (UPO) is the designated Community Action Agency for Washington, District of Columbia, and has served the residents of the District since 1962. Our **Vision** for the future is “UPO’s Washington: A city of thriving communities and self-sufficient residents”; our **Mission** is “Uniting People with Opportunities.”

**The United Planning Organization Board of Directors, is seeking an energetic and experienced individual to join and lead a dynamic team of dedicated employees. The ideal candidate must possess demonstrated leadership abilities and professional competence in their field in addition to having demonstrated ability to direct, inspire and coordinate the organization in a fast paced, ever changing environment. The final candidate will need to have the right complement of professionalism, accomplishments, and personality.**

All qualified applicants are encouraged to apply for this position or any other position currently advertised on our website. Please visit us at [www.upo.org](http://www.upo.org) to learn more about our company and services and to view all of our vacancies.

**POSITION: President and Chief Executive Officer**  
**DIVISION/OFFICE: Executive Office**  
**BULLETIN No: 18042019**  
**SALARY RANGE: Commensurate with Experience**  
**OPENING DATE: 04292019**  
**CLOSING DATE: Open until filled**  
**FIRST SOURCE: N/A**

**MAJOR DUTIES:**

Provide overall leadership for an urban Community Action Agency whose mission is to Unite People with Opportunities. Responsible to the Board of Directors for the day-to-day operation of the Organization inclusive of its programmatic and fiscal health. Secure needed financial resources and ensure compliance with all appropriate federal and state standards to be designated as being in “Good Standing” as well as appropriate regulations and assurances affirmed in contracts and grants.

**BRIEF DESCRIPTION:**

Implement the 2018 Strategic Plan as approved by the Board of Directors. Using the Baldrige Model of continuous improvement, offer appropriate recommendations for change as environmental, resources or organizational capacity changes require.

Ensure compliance with all federal, state and local rules, regulations and laws governing fiscal management, grant funding, labor relations, contracts and human resource management; administer financial operations inclusive of budgeting, financial management systems, investments and financial reporting to the Board and funding sources.

Work closely with federal, state and local program representatives and the academies to ensure the creation of innovative and creative approaches to addressing the needs of those impacted by poverty and secure funding to address those needs.

Supervise and lead a team of professionals who operate an internal organizational infrastructure that provides administrative support to ensure the quality delivery of services to multiple customers, (residents, staff, private and public funders).

Maintain existing and foster new strategic alliances and partnerships to secure resources to meet emerging demographic needs within diverse communities, through collaborative models that leverage collective impact.

Maintain and enhance a strong performance management system that provides for interdisciplinary assessment of the organization's work to ensure that efficiencies and effectiveness are offered in the delivery of products in ways that maximize the Organization's return on investment.

Maintain and expand active communications with the Board of Directors and present/future partners to ensure that all parties are aware of the status of UPO's operations and our future plans for enhancements.

Expand asset based programming that initiates economic and community development programming designed to achieve service outcomes, self-sufficiency and improved quality of life for children and families served by the organization.

**MINIMUM QUALIFICATIONS:**

Bachelor's degree and ten (10) years of experience with at least five (5) in a supervisory capacity. Must have experience in community development, fiscal and human resource management. Demonstrated leadership abilities and professional competence in their field in addition to having demonstrated ability to direct, inspire and coordinate staff. Demonstrated excellent verbal and written communication skills, strong interpersonal skills, effective planning and organizational skills, along with technological competence and data management systems.

**DESIRED QUALIFICATIONS:**

Master's degree in business administration, economics, social work, human resources, public administration, or management.

**OTHER REQUIREMENTS:**

In the event that an offer is extended, the candidate will be required to successfully complete a criminal background check and/or FBI fingerprinting, as well as pre-employment drug screening, as applicable for the position.

**To be considered for this position:**

**Submit your resume to [upojobs@upo.org](mailto:upojobs@upo.org) or fax your resume to 202/319-3237.**