

VP, Local Programs

Full Time – Chicago, IL

Date Posted: June 3, 2010

The Center for Economic Progress is celebrating its 20th anniversary. We have an outstanding opportunity for a visionary leader to develop and manage the local programs that fulfill our vital mission.

ABOUT US

The Center for Economic Progress (CEP) is a nonprofit organization dedicated to helping hard-working, low-income families move from financial uncertainty to financial security.

We are local in service. Founded in 1990, the Center provides free tax and financial services to improve the bottom line of Illinois' families. Thanks to more than 1,000 volunteers, we operate the largest and most established free tax preparation program in Chicago and throughout Illinois.

We have served more than 275,000 families, returning \$400 million plus in refunds – more than any other organization of our kind. We also provide year-round financial counseling and tools that support and empower the residents of our communities.

We are national in voice. Leading a coalition of like-minded organizations from across the country, we find the solutions that work for working families. What we learn on the ground, we translate into best practices in the field and into workable policies at the federal and state levels.

POSITION DESCRIPTION

The Vice President, Local Programs oversees the design and implementation of the agency's tax and financial services platforms, and leads CEP's talented direct service staff of 17 full-time and 75 seasonal and part-time members. As a recognized leader in the field, the Vice President will grow the organization's team, bring together key stakeholders and partners, and define and focus CEP's long-term strategy for helping clients achieve economic progress. The Vice President is a key member of the agency's leadership team.

POSITION DUTIES

- Establishes goals for CEP's local programs; advocates a clear and integrated vision of local services; provides day-to-day management and effectively evaluates program staff's activities/efforts.
- Creates strategies and designs projects that achieve the organization's programmatic goals; identifies and cultivates partners to support and participate in the organization's programs.
- Assumes a highly visible leadership role in metropolitan Chicago and throughout Illinois, representing CEP with external partners, allies and stakeholders from the non-profit, government and corporate sectors. Identifies opportunities to advance CEP's agenda and programs, while increasing collaborative endeavors.

- Actively participates in setting CEP's program strategy, working with a team composed of board members, staff and outside consultants. The Vice President will lead the implementation of the program vision articulated in the strategic plan, to be completed later this year.
- Works closely with the organization's President, the development and other program staff and board members to help raise funds, and to identify potential new areas of program development that can result in additional resources and new funding prospects.

POSITION QUALIFICATIONS

Education: Advanced degree strongly preferred. Bachelor's Degree required, with concentration in Business, Law, Policy, Administration, or related field preferred.

Job Experience: Minimum of ten years of progressive experience and responsibility in leadership roles, overseeing multiple concurrent programs, working in a non-profit organization, business or government agency. Demonstrated success leading teams in innovative program design, development and implementation.

Special Knowledge & Skills:

- Have a strong background in community development and/or financial services targeting low-moderate income families.
- Possess a commitment to and have experience as an organization and team builder.
- Skilled and savvy communicator, able to foster strong relationships with diverse audiences and generate enthusiasm for the organization's programs.
- High level of personal initiative and creativity, a knack for turning opportunities into action and able to inspire and lead staff and volunteers, while engaging board and external partners.
- Possess impeccable professional standards, an open mind, good humor and enthusiasm, and be committed to ensuring that CEP's mission is attained and its values are upheld.

COMPENSATION

This is a full-time position, annual salary of \$80,000., with an attractive benefits package.

TO APPLY

Submit a cover letter, resume, salary history and writing sample by June 11, 2010 to:

Jacci Christopher - Director, Human Resources & Training

Mail: 29 E. Madison, Suite 900, Chicago, IL 60602

E-mail: jobs@economicprogress.org Fax: (312) 630-0275

*****NO TELEPHONE INQUIRES*****

The Center for Economic Progress is an Equal Opportunity Employer which values a culturally diverse workplace and welcomes persons with disabilities. For more information, visit our website at: www.economicprogress.org.