



POSITION DESCRIPTION EXECUTIVE DIRECTOR/CEO

OPPORTUNITY

The North Shore Child & Family Guidance Center (“the Guidance Center”) seeks a strategic, hands-on Executive Director/CEO with demonstrated leadership and fundraising experience. The Executive Director/CEO leads a team of 33 full- and 60 part-time employees and manages the organization’s \$9.0 million budget. S/he must be able to oversee fundraising, programming, community relations, and financial activities. The Executive Director/CEO reports to the Board of Directors and works closely with the board chair and board committee leaders. This position requires an individual who can build and maintain strong relationships with funders and other community leaders and who has excellent management experience. The candidate should also have expertise in mental health and substance use treatment and supervision.

For more than 65 years, the Guidance Center has been a place of hope and healing, providing innovative and compassionate mental health treatment to all who enter the doors, regardless of their ability to pay. The Guidance Center is dedicated to restoring and strengthening the emotional wellbeing of children (from birth–age 24) and their families. Its highly trained staff of psychiatrists, psychologists, social workers, vocational rehabilitation counselors, and other mental health professionals on Long Island, New York lead the way in diagnosis, treatment, prevention, training, parent education, research, and advocacy.

MAJOR RESPONSIBILITIES

Leadership & Management:

- Provide leadership and vision to ensure the effective operations and delivery of quality programs.
- Maintain an organizational culture that attracts, develops, motivates, and retains excellent staff.
- Ensure consistent quality of finance and administration, fundraising, communications, and systems.
- Leverage systems and processes to ensure program excellence and accountability.
- Partner in the negotiation of union contracts.

Fundraising:

- Energize current funders and cultivate new donors working with the board and Director of Development.
- Speak publicly to create a level of excitement about the mission and vision of the organization.
- Assist with planning and execution of special events and annual appeal.

Communications & Advocacy:

- Serve as a strong community spokesperson delivering a clear and compelling message of the Guidance Center's work.
- Raise the visibility of the organization by articulating an inspiring vision and engaging critical stakeholders, including donors, community leaders, and government officials.
- Strengthen collaborative partnerships with other mental health organizations and agencies.

Financial:

- Oversee development and management of annual operating and capital budgets.
- Work with the board and Controller to monitor the budget and ensure sound financial controls are in place.
- Negotiate government and other system contracts.
- Develop joint ventures with government and other partners.

Governance:

- Report to Board of Directors on progress of programs and financial status.
- Work collaboratively with board members to set and achieve the Guidance Center's strategic direction.
- Engage the board in fundraising efforts.
- Regularly educate the board on the mental health landscape, and organizational programs and initiatives.
- Support board member recruitment and orientation.
- Support board committees and attend meetings as needed.

EXPERIENCE

Experience in clinical and crisis management strongly preferred for this leader. Minimum of 10 years of increasingly responsible leadership positions. A solid understanding of the nonprofit sector and or governance, including fiscal management. Track record of success in private fundraising. Experience working with unions is preferred.

EDUCATION

An advanced degree in the field of social work, mental health, and/or public administration is required.

PERSONAL ATTRIBUTES

Mission-driven leader with a high level of integrity and positivity who possesses strong verbal and written communications skills. Strong administrator with a proven track record of leading and motivating a team of committed staff. A strategic, collaborative, and thoughtful steward of the agency able to envision a bright future.

COMPENSATION

The successful candidate will be offered a competitive compensation and benefits package.

COVID-19 CONSIDERATIONS

Agency is currently open on a limited basis, with some staff in the office and some staff working from home. Employees and clients are screened for temperature and symptoms daily. All employees are required to wear masks in commons areas. This is not a virtual position; the Executive Director/CEO will be expected to work on site.

EQUAL OPPORTUNITY EMPLOYER

The Guidance Center is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, age, sexual orientation, gender identity, national origin, veteran or disability status.

We are only considering resume & cover letters submissions via email.
All cover letters and resumes should be sent to GCLeadershipSearch@gmail.com.

Please name your documents as follows:
LAST NAME – COVER LETTER and LAST NAME – RESUME
Resumes and cover letters will be accepted until April 15, 2021.

Visit North Shore Child & Family Guidance's website at:
<https://www.northshorechildguidance.org>